



Advanced ID Creator

User Guide

Revision 8.0.3

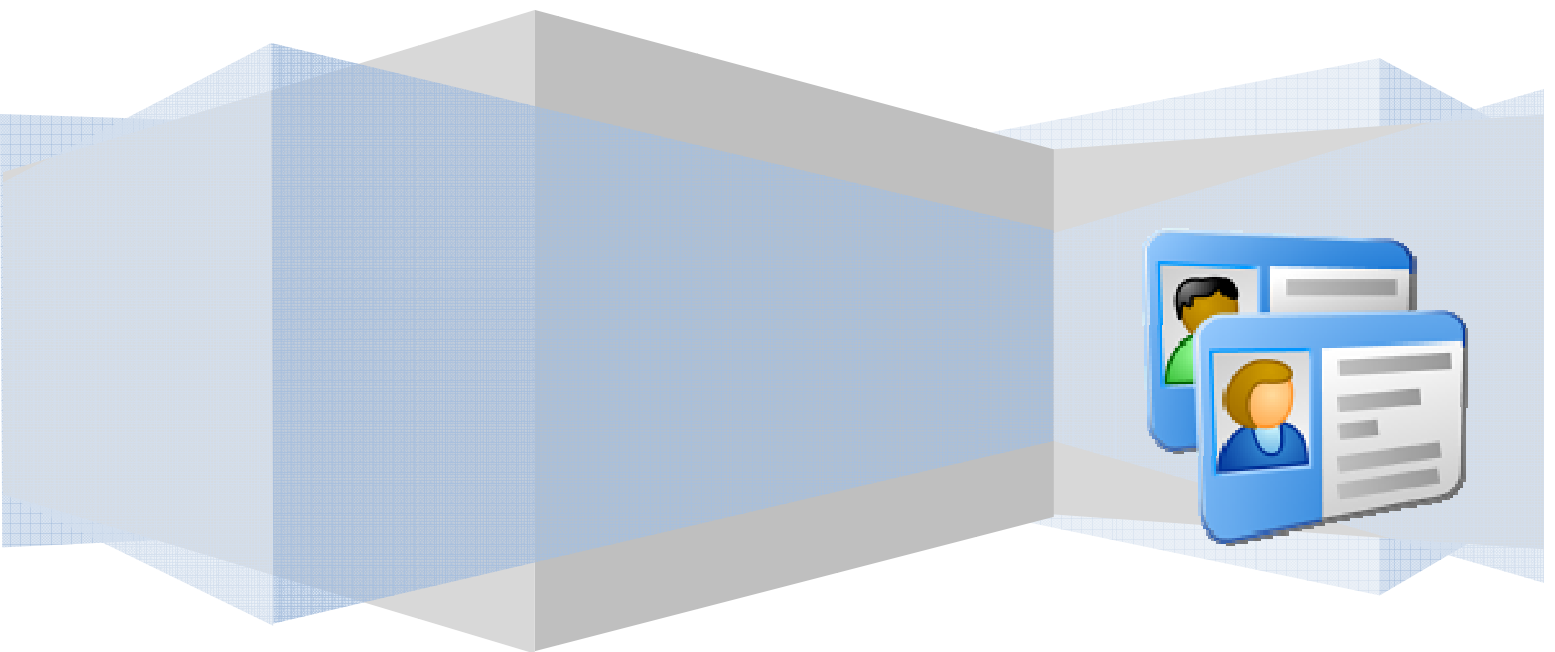




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Chapter 1 Introduction

Advanced ID Creator is a powerful software solution that allows you to instantly create a wide variety of cards and personal identification items such as:

- Badges
- Identification cards
- Loyalty and membership cards
- Specialty name tags
- And other personal identification items

The purpose of this document is to guide you through the process of setting up Advanced ID Creator to create, customize and print personal identification items.

Special Features

Advanced ID Creator - Enterprise edition provides advanced features designed to help larger organizations with complex ID card requirements. Special features include:

- **General Templates** that can be created and modified to and print cards individually or in batches.
- **Advanced security features** support, such as digital fingerprints and electronic signatures.
- **Unlimited database** for photo ID cards.
- **Digital photo capability** via camera input and/or imported images.
- **Use multiple printers** simultaneously while sharing the same database.

What's New?

Advanced ID Creator, version 8, provides the following new or modified software changes:



- **New User Interface** – Advanced ID Creator appearance is more functional and easier to use. User can customize working area for easier use.
- **Data Object Management** – Enhanced data input functionality, allowing for more flexible design. Ability to add multiple objects, such as Photo and Barcode on the same template simultaneously.
- **Label Input** – Enhanced label formatting
- **Improved import wizard** – Added new features to allow for easier import.
- **Modified Printing Settings** – Redesigned print form which provides settings for more control and better printing.

Chapter 2 Installing Advanced ID Creator

Minimum System Requirements

Before you begin, make sure your system meets the following minimum requirements:

- Microsoft Windows 2000, 2000 server, XP, 2003, server 2003 or Vista
- IBM compatible CPU with 300 MHz Intel Pentium processor, or faster
- Framework 2.0 SP1
- 256 MB RAM (1 GB recommended)
- 50 MB free hard disk space
- 800 x 600 screen resolution with 16-bit high color, or above
- 10/100 MB network interface card
- Windows compatible printer

Downloading and Running the Installation Wizard

1. **To download Advanced ID Creator**, go to the website <http://www.advancedidcreator.com/download.asp>
2. Select the edition you want to install and click on **“Download”** to begin installation.

Click on **“Run”** to proceed.

3. In the installation window, choose installation language and click on **“Next”**.

Keep clicking on **“Next”** until **License Agreement** page. Read the license agreement carefully, checkmark **“Yes, I agree with all the terms of this license agreement”** and click **“Next”**.



4. Select application shortcuts to be created and click **“Next”**.
5. If you are installing this application for the first time you will have to show the path to your new database.

If you are upgrading your application then you might want to use current database.

You can always connect an existing database if you need to use it.

Keep clicking on **“Next”** until the installation is complete. Click **“Finish”** to exit the installation window.

Licensing and Registration

Xpress software is licensed by individual computer. There is one license per user. Each computer requires a license key to operate.

1. To register **Advanced ID Creator**, install the software on your computer.
2. Open **Advanced ID Creator – Enterprise**.

Note: If the product is unregistered, a registration window will open.



3. Click on the **“Activate Key”** button.

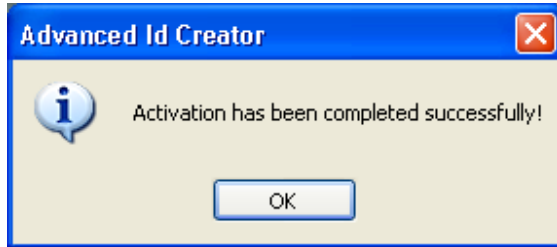
If you do not want to register immediately, or you would like to use the demo version, click on the **“Continue”** button.

If you have not ordered the **Activation Key** yet, click on **“Buy it now”** and you will be redirected to www.advancedidcreator.com/buy.asp where you can purchase the suitable edition.

4. Copy and paste the key you received by email after you purchased the product.



Click on “Activate” and your registration is complete.



Chapter 3 User Management (Not available in personal Edition)

When you run Advanced ID Creator for the first time, the program will ask you to enter **Login** and **Password** information. This user will have a role of a **Supervisor** and will have full permissions.

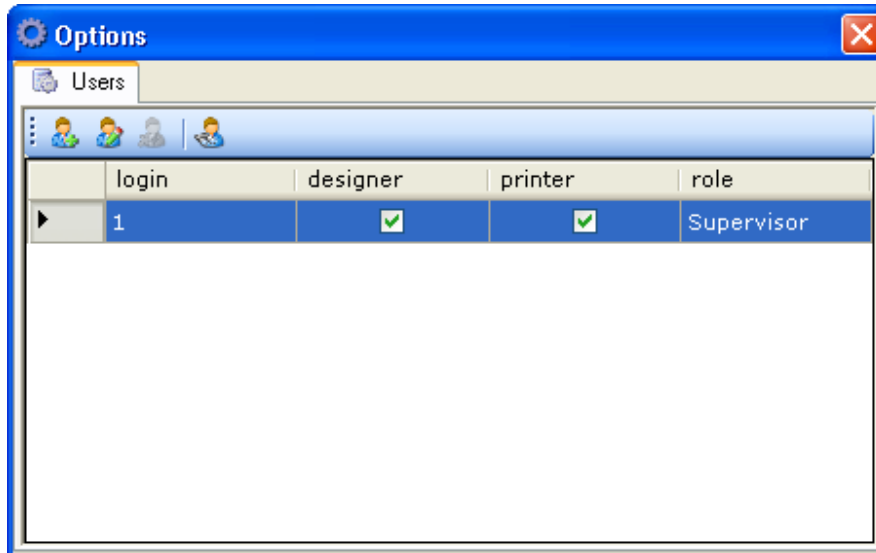
A screenshot of a Windows-style dialog box titled "Enter Supervisor". The dialog has a blue title bar with a close button (X) in the top right corner. On the left side, there is a yellow key icon. The main area contains three text input fields: "Supervisor Name:", "Password:", and "Confirm Password:". At the bottom right, there are two buttons: "Ok" and "Cancel".

Enter your information and press “**Ok**”.

Adding, Modifying or Deleting Program Users

Only **Supervisors** have access to **User Management**.

- 1a. **To add a new user or supervisor**, select “**Options**” on the Top Menu Bar. Click on “**User management**”.

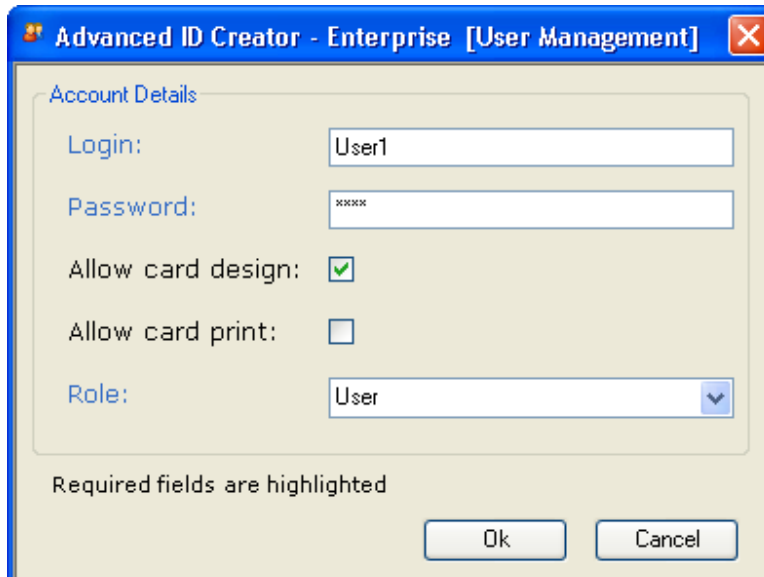


Note: The number of users is restricted by the number of licenses.

- 1b. Click on **“Add”** button.




Fill all information about the user or supervisor and click **“Ok”**.




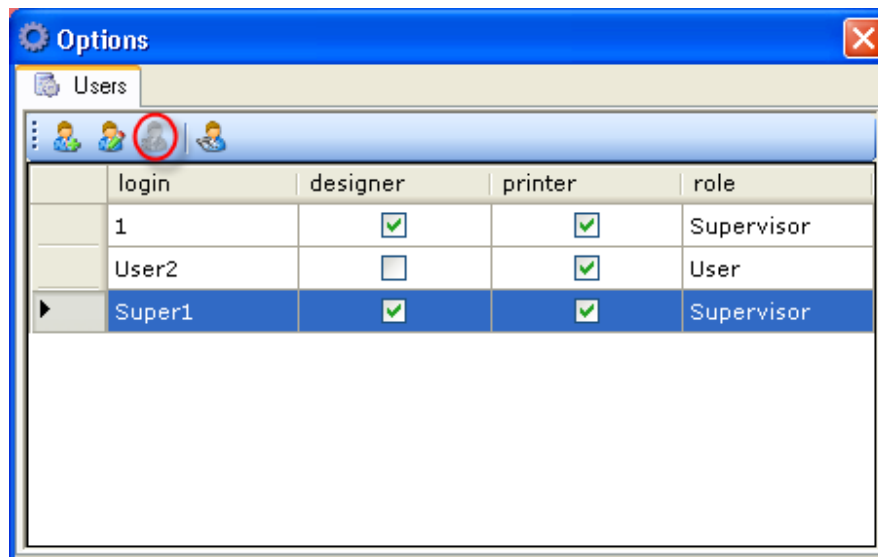
Notice that you can allow **User** to either **design cards** or **print cards**. If you want to allow both, checkmark both boxes and the

Role will change automatically to a **Supervisor**.

2. **To modify a user or supervisor**, select the user or supervisor you want to modify and click on “**Edit**” button. 

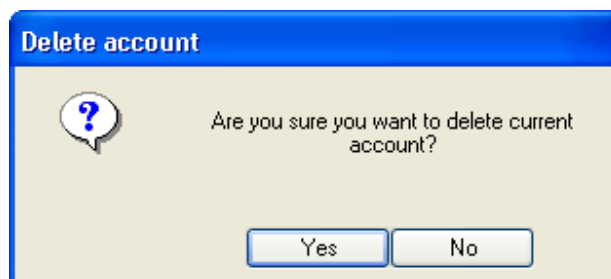
Enter information you want to change and click “**Ok**”.

3. **To delete a user or supervisor**, select the user or supervisor you want to delete and click on “**Delete**” button. 



Notice that you cannot delete your own account.

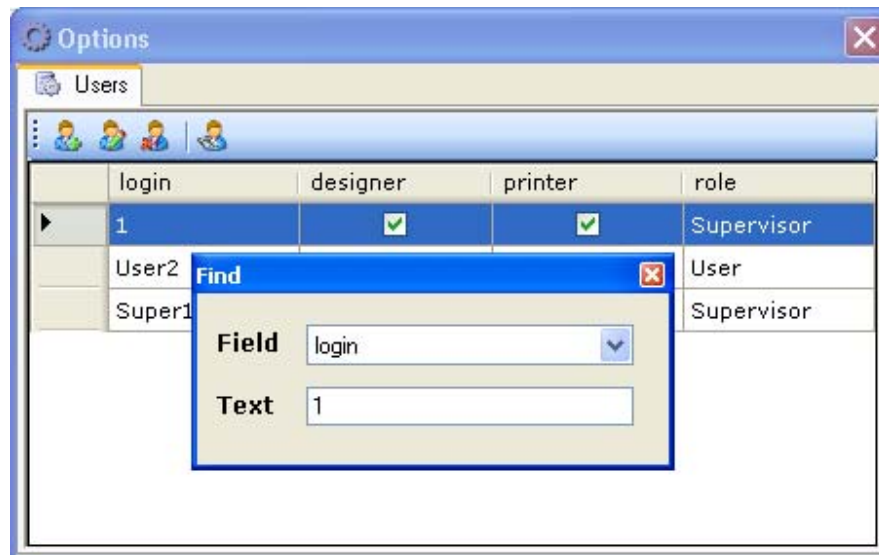
Click “**Yes**” to confirm.



4. If there are a lot of accounts in your User Management, use **Find** to look for Users or Supervisors faster and easier.

Click on “**Search**” button. 

Select the **Field** you will search for, and enter **Text**.



If the account is found it will be **highlighted** in the table.

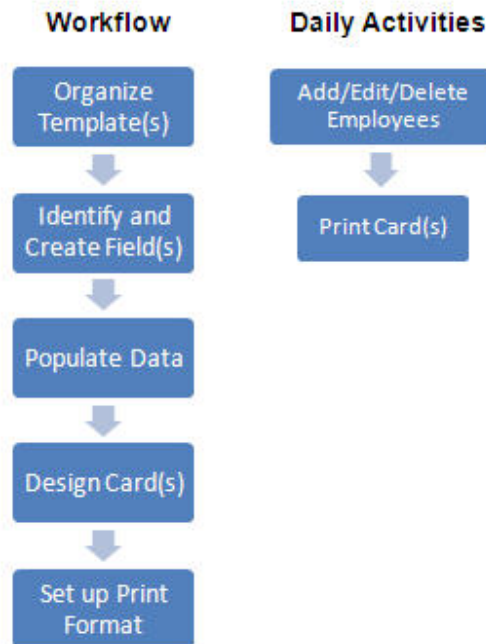
Close the **Find** window.

Chapter 4 Getting Started

This section provides a fast start to using the main features of Advanced ID Creator.

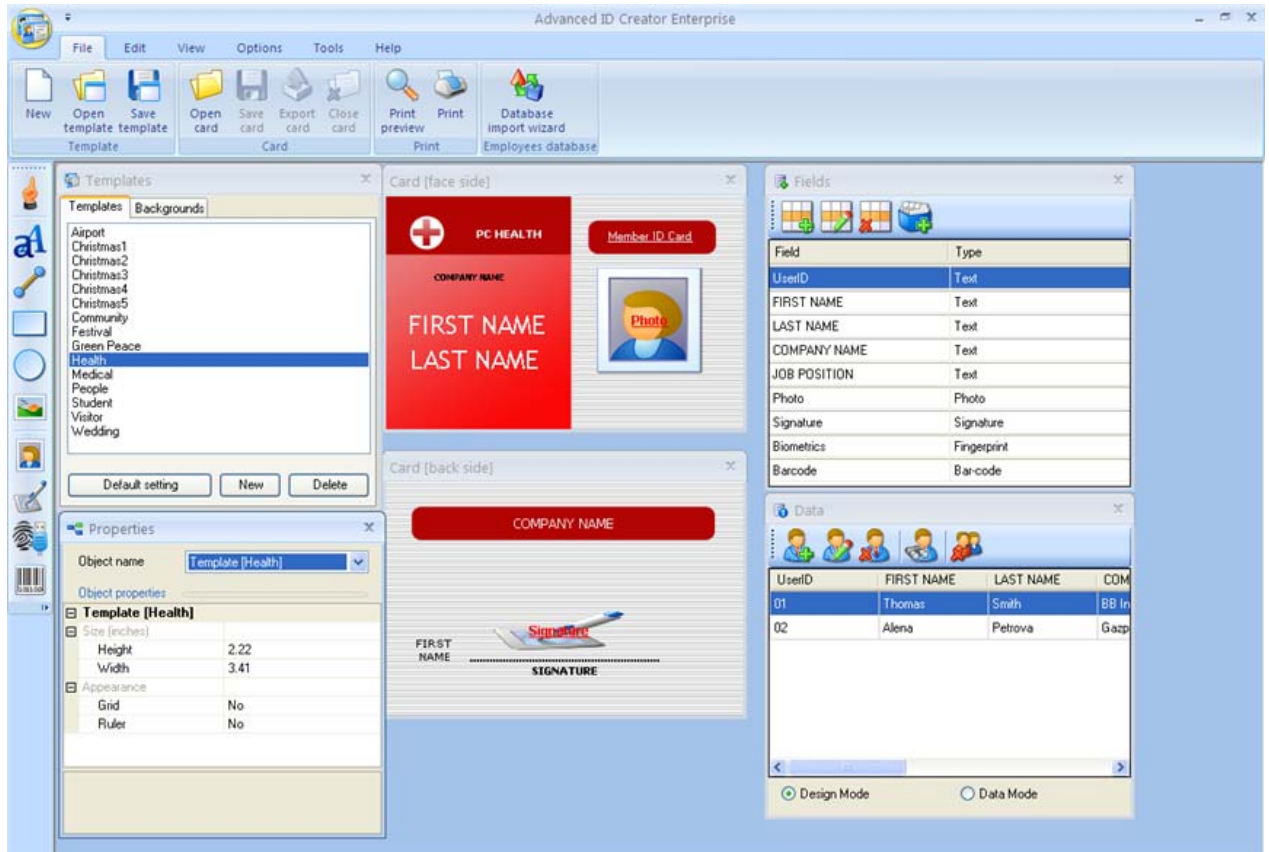
Organization Set-Up Workflow and Daily Activities

The following illustrates the process to follow when you set up your Advanced ID Creator organizational structure; and the process flow of activities that could be performed on a daily basis.



Work Area

The work area allows you to manage all of your work on one screen. The work area is divided into many sections.



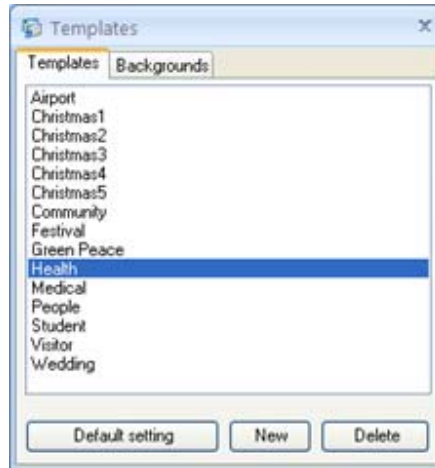
Top Menu

Select from menus, toolbars and options to customize and save your cards.

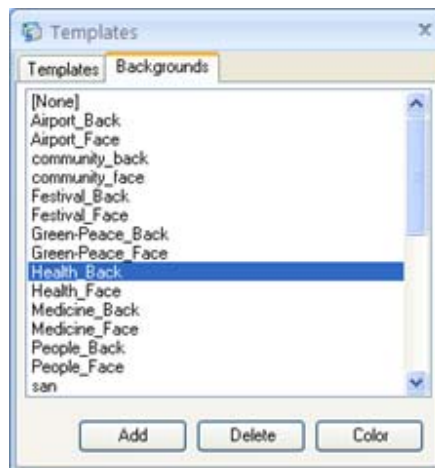


Templates Window

Select a template to customize your cards.

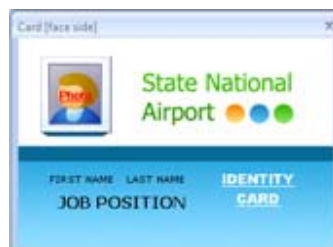


Select a background from a template or customize a new background.



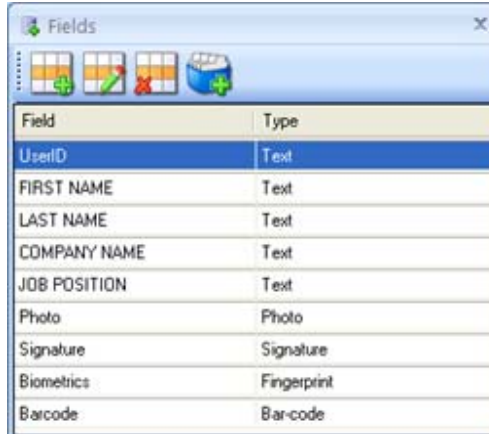
Designer Window

Customize ID cards, envelopes, labels, letterhead or other templates.



Fields Window

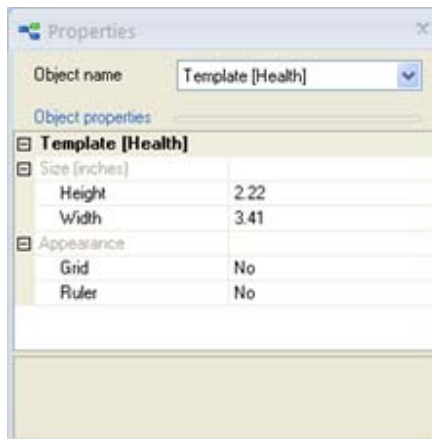
Manage user data and apply it to the card design (discussed in Chapter 3)



| Field | Type |
|--------------|-------------|
| UserID | Text |
| FIRST NAME | Text |
| LAST NAME | Text |
| COMPANY NAME | Text |
| JOB POSITION | Text |
| Photo | Photo |
| Signature | Signature |
| Biometrics | Fingerprint |
| Barcode | Bar-code |

Properties
Window

Customize the properties of the card and objects.



Object name: Template [Health]

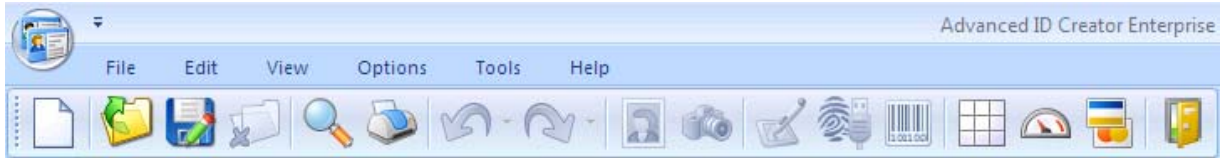
Object properties

| Template [Health] | |
|-------------------|------|
| Size (inches) | |
| Height | 2.22 |
| Width | 3.41 |
| Appearance | |
| Grid | No |
| Ruler | No |

Each window can be relocated in the work area by clicking on the top of the window and drag it to a new location in the work area. These windows can also be hidden or displayed using “**View**”.

Top Menu

There are many **toolbars, menus and objects** that are located horizontally, at the top of the work area, and vertically, at the left of the work area. There are several items within the top menu bar that can help you to create your professional cards.



| | |
|---------|---|
| File | Open new and existing files, save or export files, set up pages. |
| Edit | Contains undo, redo, cut, copy, paste, select all and unselect all. |
| View | Displays or hides windows in the workspace and manages the toolbar. |
| Options | Change workspace features, manage users and employees database. |
| Tools | Insert or capture photos, signatures, fingerprints and bar codes. Select grid, ruler and show magnetic stripe for better alignment and manage magnetic stripe device. |
| Help | Search topics for information, visit helpful links, register the product and choose language from English, Portuguese, and Russian. |

File

The File Menu provides options to manipulate the file.

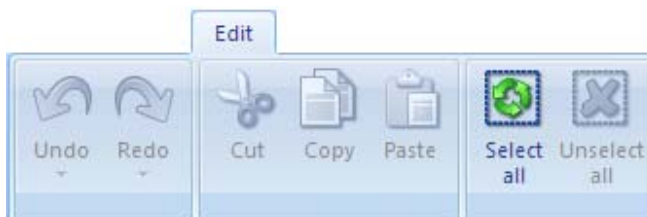


| | |
|---------------|---|
| New | Creates a new ID template. |
| Open template | Opens an existing template from a saved file. |
| Save template | Saves the current template to a file specified by the |

| | |
|------------------------|---|
| | user. |
| Open card | Opens an existing card from a saved file. |
| Save card | Saves the current card to a file specified by the user. |
| Export card | Exports the current card to a file specified by the user. |
| Close card | Closes the most current card or ID that is displayed. |
| Print Preview | Allows the user to view the card prior to printing. |
| Print | Print options to print the current card. |
| Database import wizard | <p>Under the “Source Database” section, select one of the database options. These options include:</p> <ul style="list-style-type: none"> • Microsoft SQL table • Microsoft Access table • Microsoft Excel table • Comma Separated values <p>Enter the required information displayed to the right of the Source Database section.</p> |

Edit

Edit Menu helps to work with objects and cards.



| | |
|--------------|---|
| Undo | Reverses the last operation. |
| Redo | Does the last operation again. |
| Cut | Deletes selected information and copies it to buffer. |
| Copy | Copies information to buffer. |
| Paste | Inserts information from buffer. |
| Select all | Selects all objects on the current card. |
| Unselect all | Unselects all objects on the current card. |

View

The View Toolbar displays or hides the windows in the workspace. All workspaces except Grid and Ruler are displayed by default.



| | |
|------------|--|
| Properties | Displays/Hides the Properties Window. |
| Fields | Displays/Hides the Fields Window. |
| Templates | Displays/Hides the Templates Window. |
| Data | Displays/Hides the Data Window. |
| Front Side | Displays/Hides the Front Side of the Card Window. |
| Back Side | Displays/Hides the Back Side of the Card Window. |
| Grid | Displays/Hides the Grid on the Card Front Side and the Card Back Side. |

| | |
|------------|---|
| Ruler | Displays/Hides the Ruler on the Card Front Side and the Card Back Side. |
| Toolbar | Changes the icons from large buttons to small buttons. |
| Drawing | Displays/Hides the Left Navigation Bar. |
| Standard | Displays/Hides the Standard Navigation Bar. |
| Status Bar | Displays/Hides the Status Bar at the bottom of the screen. |

Displaying or hiding a window:

1. Select **“View”**.
2. Select the window that you want to hide/display.

Options

Options Menu allows the customization of databases, user management, and other general options.

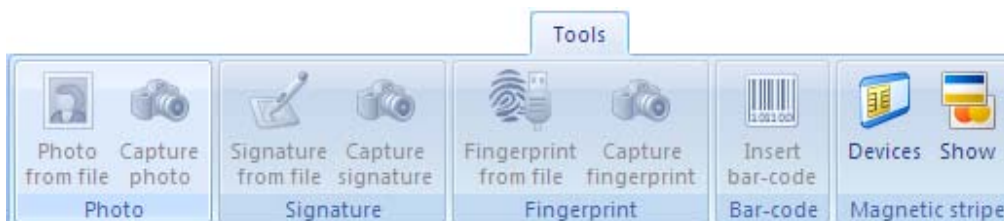


| | |
|---------|--|
| General | <p>Changes the appearance of the workspace by selecting “Ruler”, “Grid”, or “Stripe”.</p> <ul style="list-style-type: none"> • “Ruler” inserts a ruled background on the card for |
|---------|--|

| | |
|------------------|---|
| | <p>better alignment.</p> <ul style="list-style-type: none"> • “Grid” inserts a dotted grid on each card template for better alignment. • “Stripe” inserts a placeholder for a magnetic stripe on the card back. <p>Note: The stripe is completed in the “Programming magnetic stripe cards” chapter.</p> |
| Data | Enters a path to a user database for importing user information. |
| Users management | Manage individuals who administer Advanced ID Creator. |

Tools

Tools Menu allows to work with main objects like Photo, Signature, Fingerprint, Bar-code and Magnetic Stripe.



Photo

- Insert a photo from a file
- Capture a photo from a camera

Inserting a Photo:

1. Click on the **“Photo”** icon on the Left Menu.

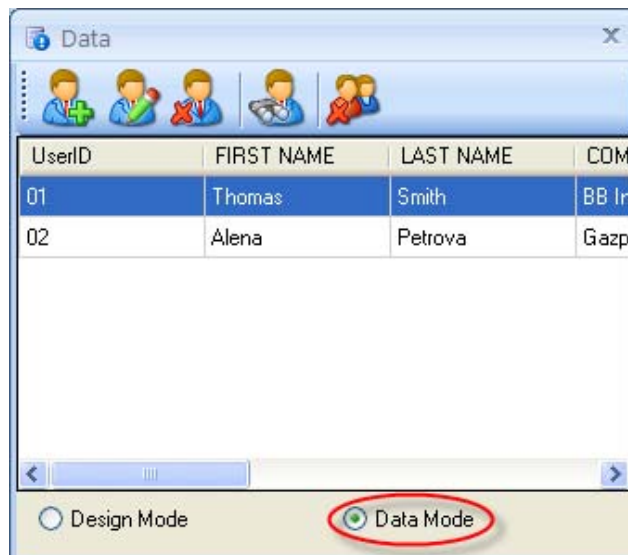


2. Select the object's bound on the **"Card Front"** or **"Card Back"**. Click on **"Save"** in the **"Attach object to field"** window.



A placeholder will be inserted on the card.

3. On the **"Data"** window, select the **"Data Mode"**.

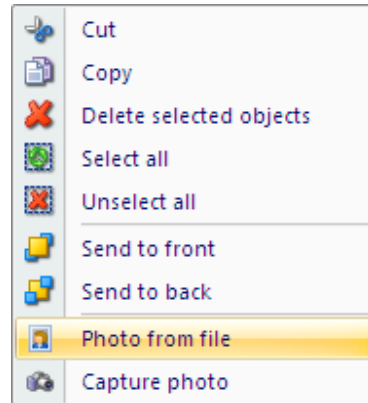


4. Select the **placeholder**. Click on **"Photo from file"** in **Tools**.

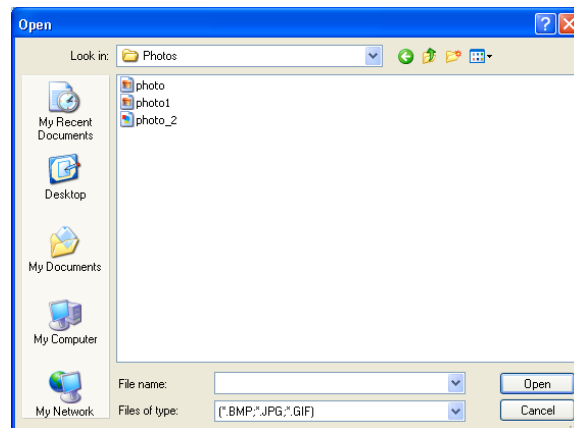


OR

Right-click on the placeholder and select **"Photo from file"**.



5. Select a file.

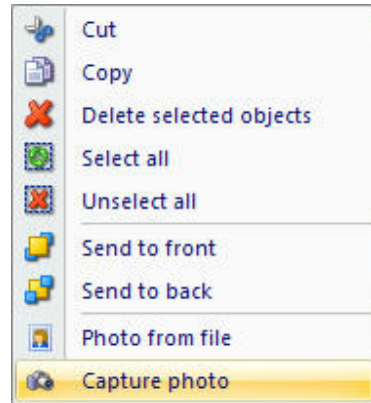


Capturing a Photo:

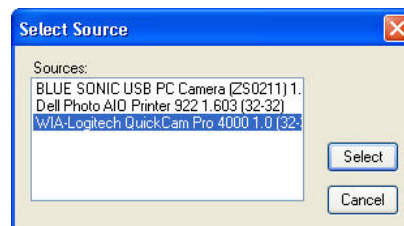
1. Ensure a digital camera apparatus is connected.
2. Repeat steps 1 to 3 above.
3. Select the **placeholder**. Click on "**Capture Photo**" in **Tools**.

OR

Right-click on the placeholder and select "**Capture Photo**".



4. Click on “**Yes**” in the “**Capture Photo**” window.
5. Select the **Source**.



6. Follow the instructions in the device window.
7. Photo will be entered into the data.

Signature

- Insert a signature from a file
- Capture a signature from a device

Inserting a Signature:

1. Click on the “**Signature**” icon on the Left Menu.

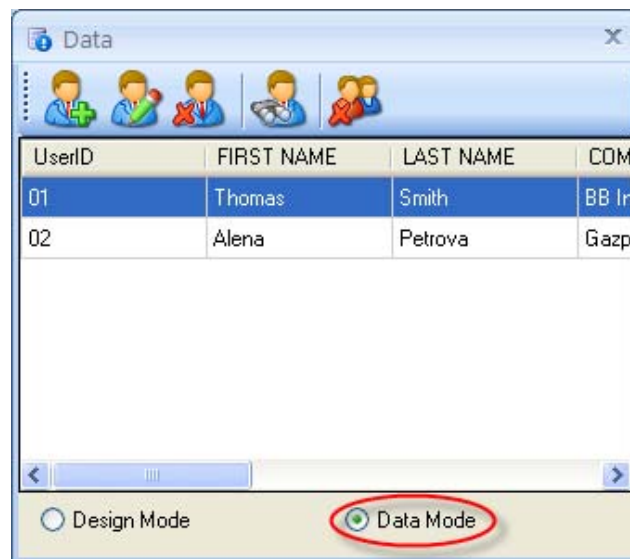


2. Select the object's bound on the **"Card Front"** or **"Card Back"**. Click on **"Save"** in the **"Attach object to field"** window.

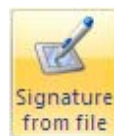


A placeholder will be inserted on the card.

3. On the **"Data"** window, select the **"Data Mode"**.

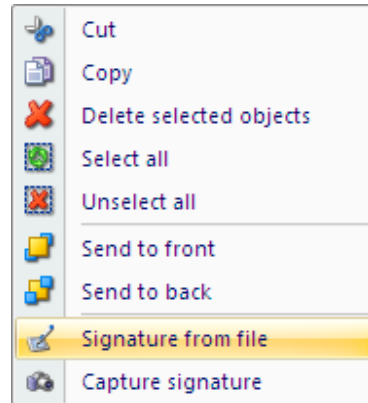


4. Select the **placeholder**. Click on **"Signature from file"** in **Tools**.



OR

Right-click on the placeholder and select **"Signature from file"**.



5. Select a file.

Capturing a Signature:

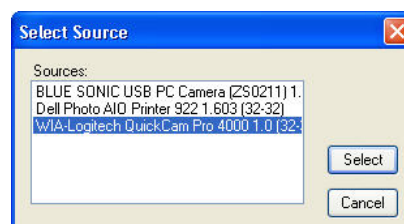
1. Ensure the device is connected.
2. Repeat steps **1** to **3** above.
3. Select the **placeholder**. Click on “**Capture Signature**” in **Tools**.



OR

Right-click on the placeholder and select “**Capture Signature**”.

4. Click on “**Yes**” in the “**Capture Signature**” window.
5. Select the **Source**.



6. Follow the instructions in the device window.
7. Signature will be entered into the data.

Fingerprint

- Insert a signature from a file
- Capture a signature from a device

Inserting a Fingerprint:

1. Click on the "**Fingerprint**" icon on the Left Menu.

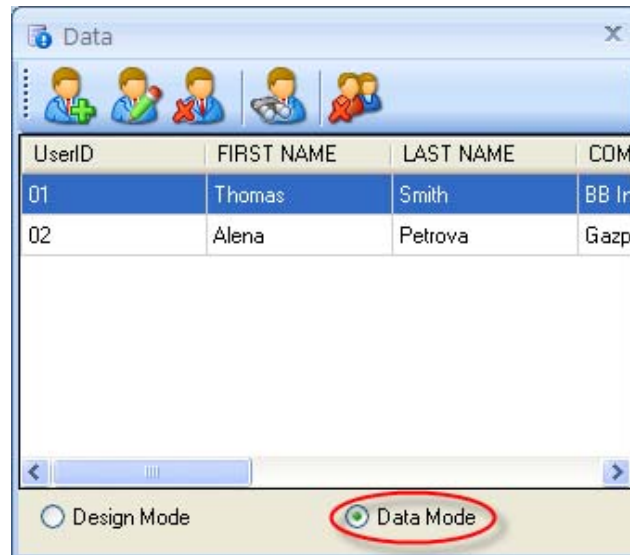


2. Select the object's bound on the "**Card Front**" or "**Card Back**". Click on "**Save**" in the "**Attach object to field**" window.



A placeholder will be inserted on the card.

3. On the "**Data**" window, select the "**Data Mode**".

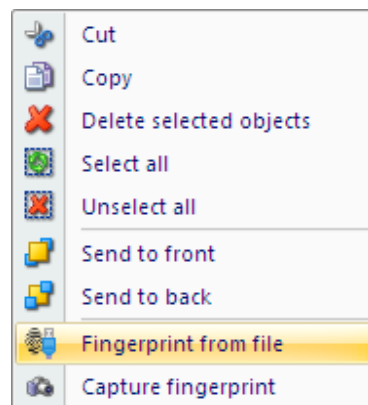


4. Select the **placeholder**. Click on **“Fingerprint from file”** in **Tools**.



OR

Right-click on the placeholder and select **“Fingerprint from file”**.



5. Select a file.

Capturing a Fingerprint:

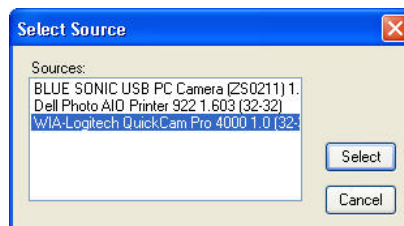
1. Ensure the device is connected.
2. Repeat steps **1** to **3** above.
3. Select the **placeholder**. Click on “**Capture Fingerprint**” in **Tools**.



OR

Right-click on the placeholder and select “**Capture Fingerprint**”.

4. Click on “**Yes**” in the “**Capture Fingerprint**” window.
5. Select the **Source**.



6. Follow the instructions in the device window.
7. Fingerprint will be entered into the data.

Bar-Code

- Insert a bar-code from a file

Inserting a bar-code:

1. Click on the “**Barcode**” icon on the Left Menu.

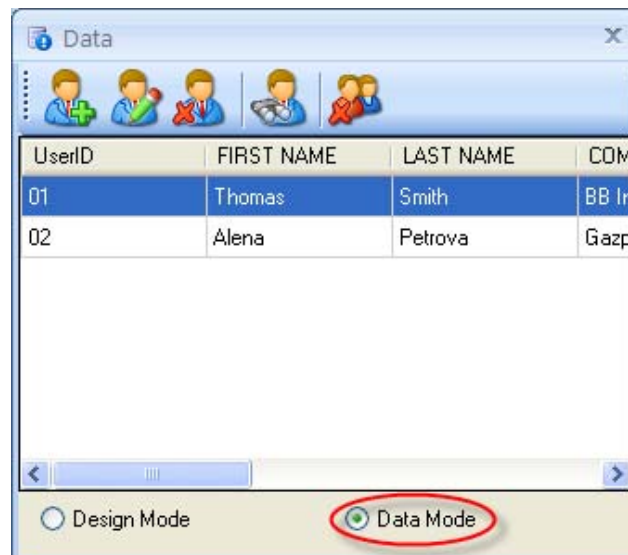


2. Select the object's bound on the **"Card Front"** or **"Card Back"**. Click on **"Save"** in the **"Attach object to field"** window.



A placeholder will be inserted on the card.

3. On the **"Data"** window, select the **"Data Mode"**.

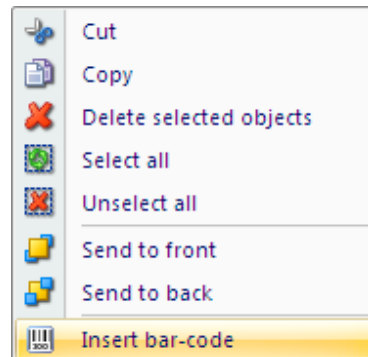


4. Select the **placeholder**. Click on **"Insert Bar-code"** in **Tools**.



OR

Right-click on the placeholder and select **"Insert Bar-Code"**.



5. Select a file.

Magnetic Stripe

- Devices
- Show

“**Devices**” allows you to enter details for each user to include on the magnetic stripe. It also writes the information to a card and reads card information when a card reader is installed.



More information on “**Devices**” can be found in Chapter 9.

“**Show**” displays/hides the magnetic stripe on the cards.

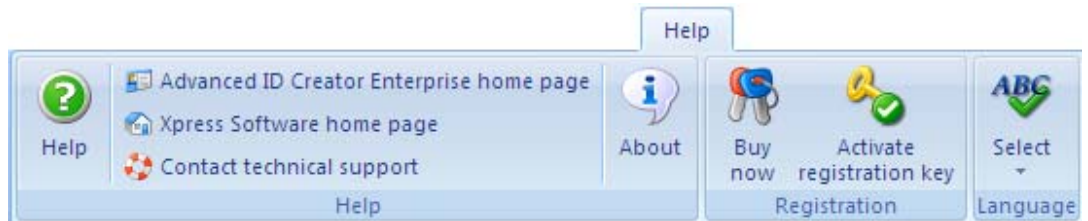
More information on “**Show**” can be found in Chapter 5 under “**Stripe**”.

Help

The Help Toolbar provides the user with options to:

- Search Help
- Search Advanced ID Creator homepage
- Link to the Xpress Software Homepage

- Contact technical support
- View information on the current product installed
- Order a product
- Complete registration information
- Select a language



Language

The user can select three languages. Advanced ID Enterprise is currently offered in:

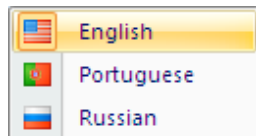
- English
- Portuguese
- Russian

Selecting a Language:

1. Click on the “**Language**” button



2. Click on the desired language.

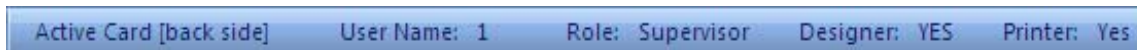


The screen will change all words to the new language.



Bottom Menu

At the bottom of the work area, there is a status bar that displays the Active window, User Name, Role of the user, and designer and printer privileges of the user.



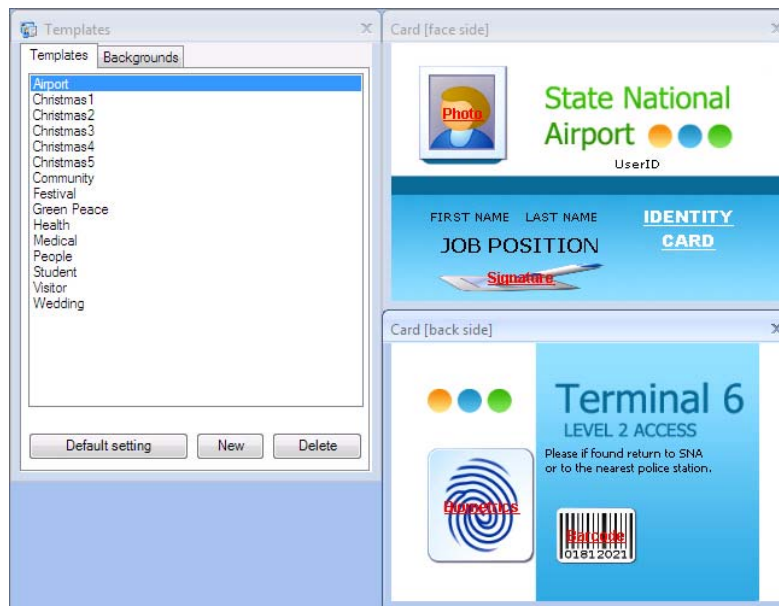
Chapter 5 Templates Settings

There are 2 tabs in the templates window.

1. The Templates tab allows you to use pre-existing templates to customize your cards.
2. The Background tab allows you to customize the background of the front and back of your card.

Templates Tab

The templates tab displays a list of available templates. Selecting a template from the list will automatically display a default template for the Card [face side] and Card [back side] windows. YOU DO NOT NEED TO SAVE YOUR TEMPLATE. It is saved automatically.



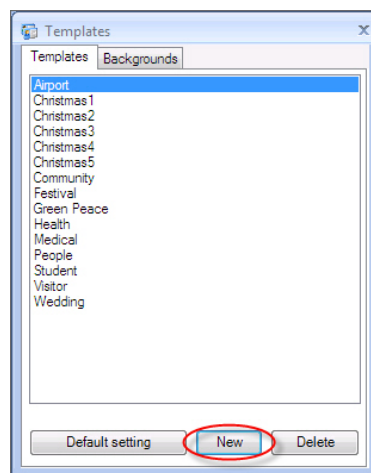
The templates define the arrangement or location of the background and the elements on the Card face and Card back. These templates contain both:

| | |
|-------------|---|
| Backgrounds | Templates to apply to cards that can be added, modified or deleted using the Background window |
|-------------|---|

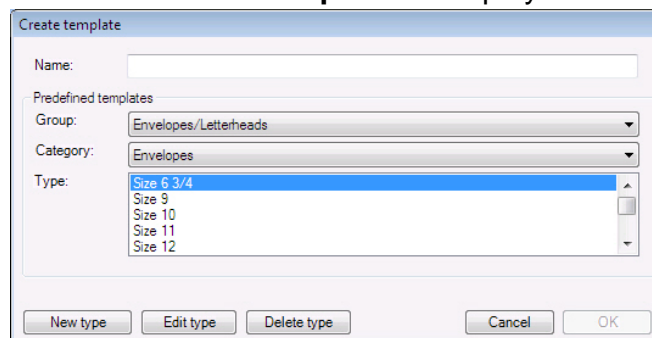
| | |
|---------|---|
| Objects | Features that allow customization of cards, which include photos, signatures, bar-codes, etc. |
|---------|---|

Adding a New Template

1. In the “**Templates**” window, click on the “**New**” button.



A window “**Create template**” is displayed.



2. Create a name for the template and enter it into the “**Name**” field.
3. Select the “**Group**”.

Note: Groups have predefined templates for envelopes and letterhead, ID cards and labels. Selecting the group will automatically display the category and type to select.

4. Select a **“Category”** from a list of available choices based on your group.

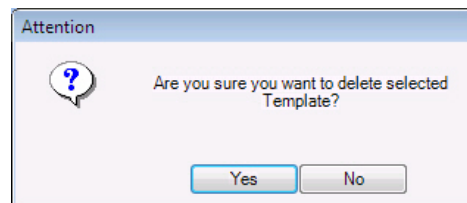
For example, if you selected labels, you may select Avery as a brand of labels that will define your template.

5. Select the **“Type”**. Type is based on the category selected.
6. Click **“OK”** and a new template will appear in the templates window.

Deleting a Template

1. Select the template to be deleted in the **“Template”** window.
2. Click on the **“Delete”** button at the bottom of the templates window.

Note: A window will be displayed confirming your choice to delete the selected template.

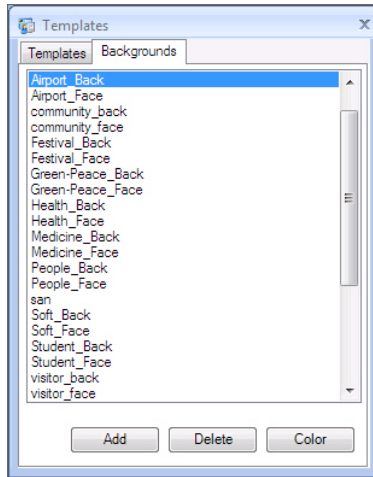


3. Select **“Yes”** to delete the template or **“No”** to return to the template window.

You can also change a template to default by clicking on **“Default Setting”**.

Background Tab

You can switch to the Background tab by clicking on **“Backgrounds”** in the Templates window. There is an existing list of available backgrounds.



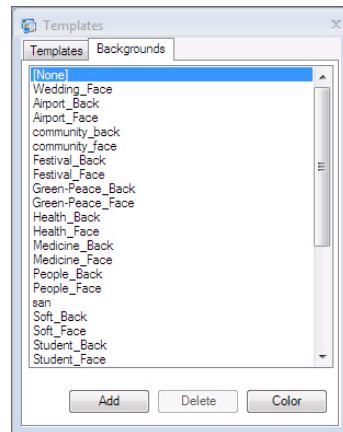
Adding a Background

1. Click on “**Card [face side]**” or “**Card [back side]**” window.
2. Select the **background** from the list.

***Note:** When you initially select a card template from the templates window, a background template will be automatically selected. The background template applies a background to both the Card (front side) and the Card (back side) windows. These backgrounds can be changed.*

Modifying a Background

1. Select the “**Card face**” window or “**Card back**” window.
2. Click on the “**None**” option in the Background list.



Note: The Card side you selected will appear without a background.



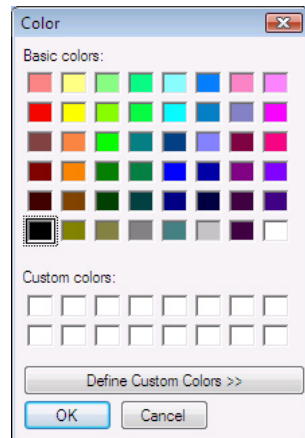
3. **Repeat** this process to customize the other side of the card, if needed.
4. Add **color**, **images**, or **specialty features** using the toolbars.

Adding Color to a Custom Background

1. Select the **“Color”** button on the background window. A **Color** window will be displayed.



2. Choose a color from **“Basic colors”** or **“Custom colors”**.



Create a custom color by clicking on the “**Define Custom Colors >>**” and choosing a color from “**Color Spectrum**” on the right hand side of the window.

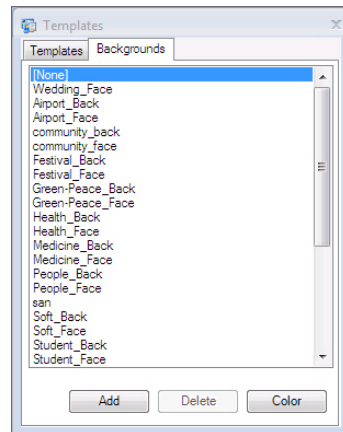


Click “**Add to Custom Colors**” to add the color.

3. When you have selected a color, click “**OK**”.

Adding a Background Template

1. Click on the “**Add**” button on the background window.



2. Select a background file or image file from your directory.
3. Click on “**Open**”.

Note: The image or file will be inserted into the templates window.

Deleting a Background Template

1. Click on the template to be deleted.
2. Click on the “**Delete**” button at the bottom of the background window.

Card Windows

There are 2 card windows.

- Card [Face Side]
- Card [Back Side]

The Card windows allow users to manipulate cards or templates to make designs based on company needs. All of the other windows and the Objects work to enhance the design of the cards.

Changing Card Size

There are two ways of changing the size of a card.

- If you know the **exact size** that you need for your card, you can manually put it in the **Properties** window (Height, Width).
- You can also change the card size by clicking on one of the edges of the card and dragging it in any direction.

You can change the appearance of the **Card** windows by selecting “Ruler”, “Grid”, or “Stripe”.

Grid

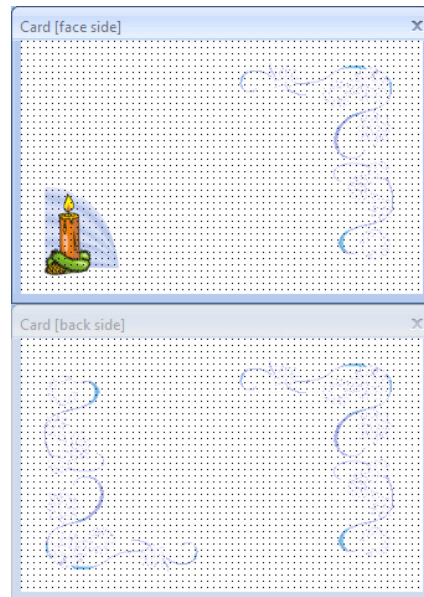
Grid inserts a **dotted grid** on each card template for better alignment.

Displaying a Grid:

1. Select the “**Grid**” from **Tools** on the Top Menu.



2. *Note: a grid appears on the Card [face side] and the Card [back side].*



Ruler

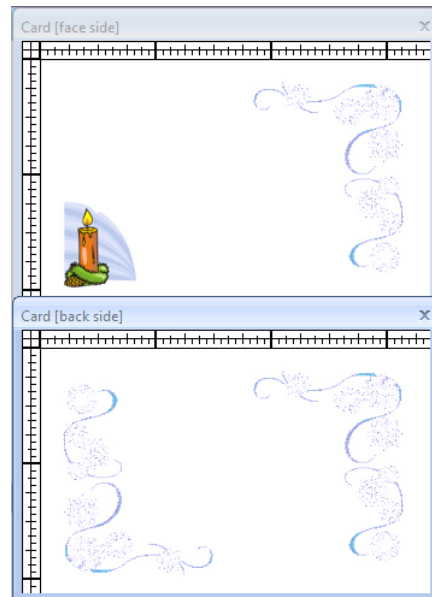
Ruler inserts a **ruled background** on the card for better alignment.

Displaying a Ruler:

1. Select the “**Ruler**” from **Tools** on the Top Menu.



2. *Note: a ruler appears on the Card [face side] and the Card [back side].*



Stripe

Stripe inserts a **placeholder** for a magnetic stripe on the card back.

Note: The stripe is completed using the “**Devices**” menu in **Tools**.

Displaying a Stripe:

1. Select the “**Stripe**” from **Tools** on the Top Menu.



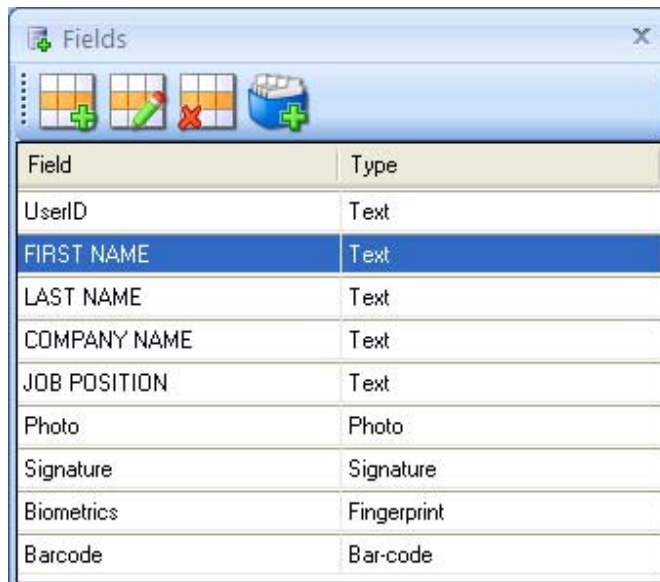
2. *Note: a stripe appears only on the Card [back side].*



Chapter 6 Managing Data

Fields Window

The Fields window stores the data for each employee. It lists details of the user and allows administrator to add custom fields.



| Field | Type |
|--------------|-------------|
| UserID | Text |
| FIRST NAME | Text |
| LAST NAME | Text |
| COMPANY NAME | Text |
| JOB POSITION | Text |
| Photo | Photo |
| Signature | Signature |
| Biometrics | Fingerprint |
| Barcode | Bar-code |

The Fields window displays a list of available fields. These fields correspond to columns in the **Data** window. Each field can be populated with employee information. There are nine predefined fields:

- ID
- First name
- Last Name
- Company Name
- Job Position
- Photo
- Signature
- Biometrics
- Barcode

Adding a Field

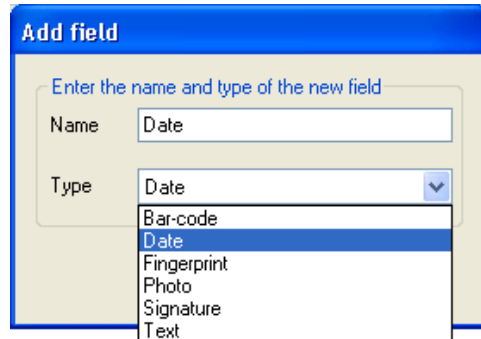
1. On the “**Fields**” window, click on the “**Add**” button.



2. Enter the “**Name**” of the new field.

A screenshot of the 'Add field' dialog box. The dialog has a blue title bar with the text 'Add field'. Below the title bar, there is a light beige background with a blue border. At the top of the dialog, it says 'Enter the name and type of the new field'. There are two input fields: 'Name' with a text box and 'Type' with a dropdown menu. The 'Type' dropdown is currently set to 'Bar-code'. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

3. Choose the “**Type**” of the new field.

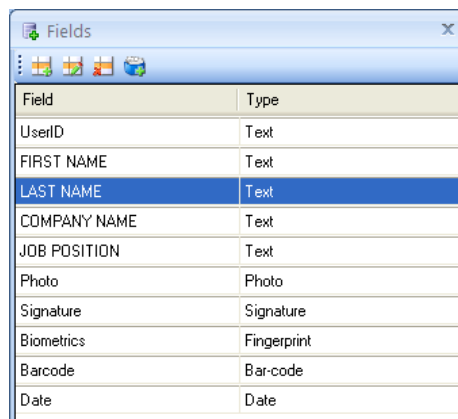


Select **“Save”**.

Note: The new field will be added to the Fields window and to the Data window.

Modifying a Field

1. On the **“Fields”** window, select the **field** to be modified.



2. Click on the **“Edit”** button.



3. **“Modify”** the field.

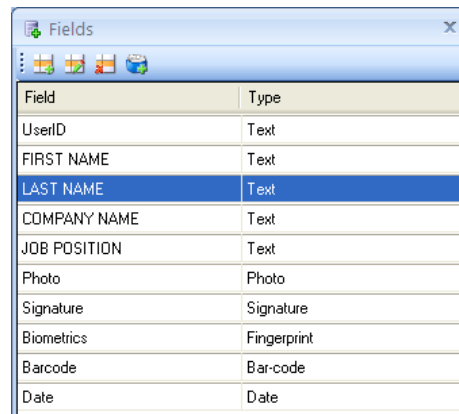


Note: You cannot modify the type of the field as some data might be lost.

Select **“Save”**.

Deleting a Field

1. On the **“Fields”** window, select the **field** to be deleted.



2. Click on the **“Delete”** button.



The field is deleted without confirmation.

Composed Fields

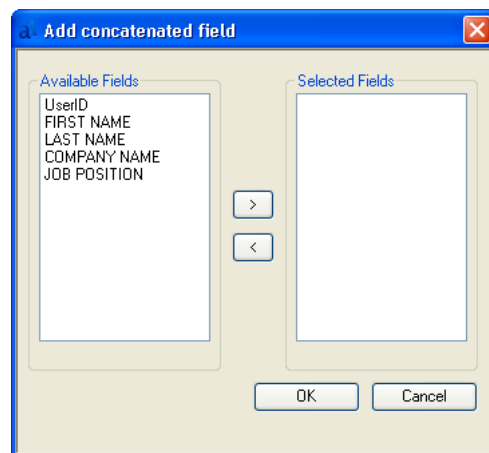
The “**Composed Fields**” button allows you to combine existing fields. For example, you may want to combine First and Last Name to make it easier to apply to a card.

Combining Fields

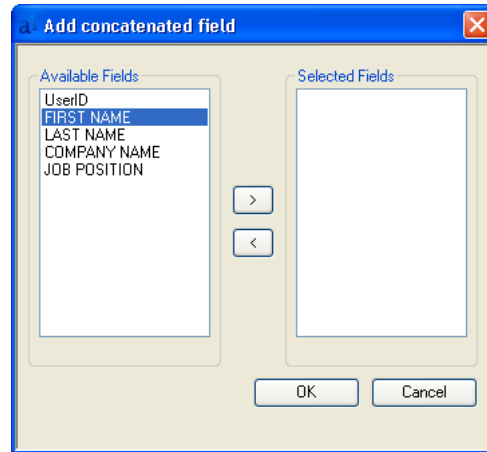
1. On the “**Fields**” window select the “**Composed Fields**” button.



A window will be displayed called “**Add concatenated field**”. The word concatenated means to join together.



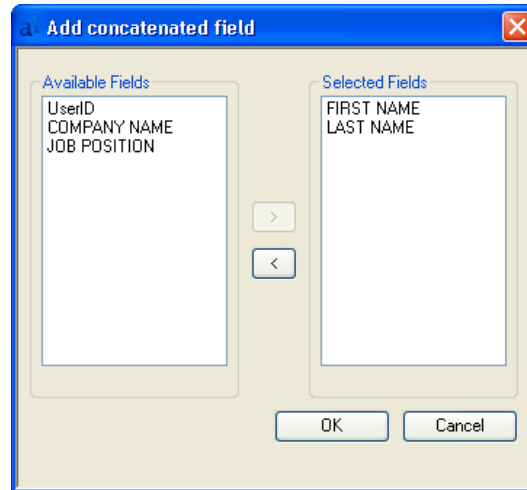
2. Click on a field from the “**available fields**” on the left.



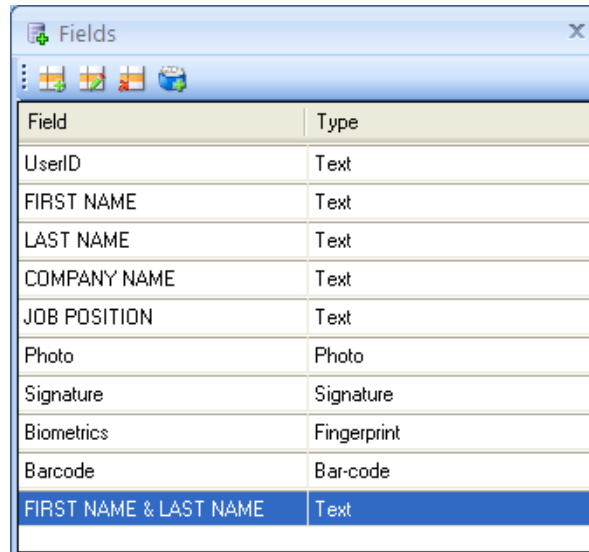
3. Click on the top arrow ">" to move the field to the **"Selected Fields"**.



4. Select the next field and move the field to the **"Selected Fields"**.



5. To move fields back, select the field and click on the “<” button.
6. Select “**Ok**” to produce a new field that joins the selected fields together.

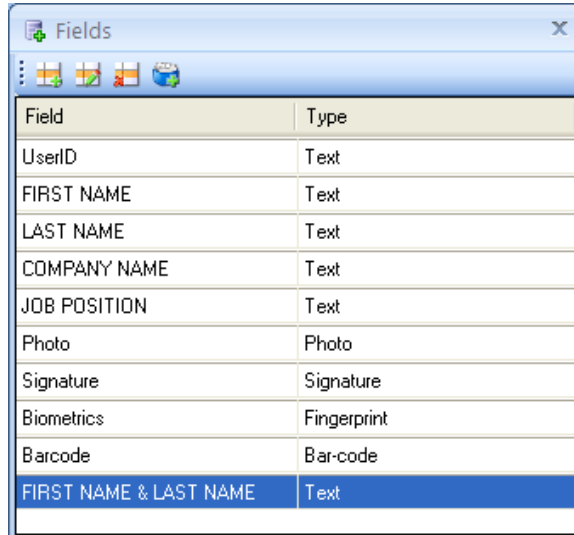


| Field | Type |
|------------------------|-------------|
| UserID | Text |
| FIRST NAME | Text |
| LAST NAME | Text |
| COMPANY NAME | Text |
| JOB POSITION | Text |
| Photo | Photo |
| Signature | Signature |
| Biometrics | Fingerprint |
| Barcode | Bar-code |
| FIRST NAME & LAST NAME | Text |

Fields from the Field Window can be added to cards in the Design Window.

Adding a Field to a Card

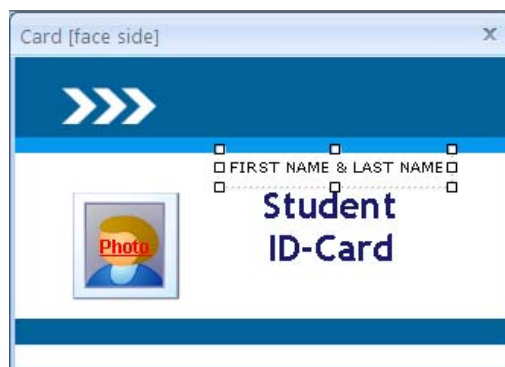
1. On the “**Fields**” window select the field you want to place on the card.



| Field | Type |
|-----------------------------------|-------------|
| UserID | Text |
| FIRST NAME | Text |
| LAST NAME | Text |
| COMPANY NAME | Text |
| JOB POSITION | Text |
| Photo | Photo |
| Signature | Signature |
| Biometrics | Fingerprint |
| Barcode | Bar-code |
| FIRST NAME & LAST NAME | Text |

2. Click on the **field** and drag it to a spot on the “**card (front side)**” or “**card (back side)**”. Release the mouse button and you will see that a cursor appear as “+”.

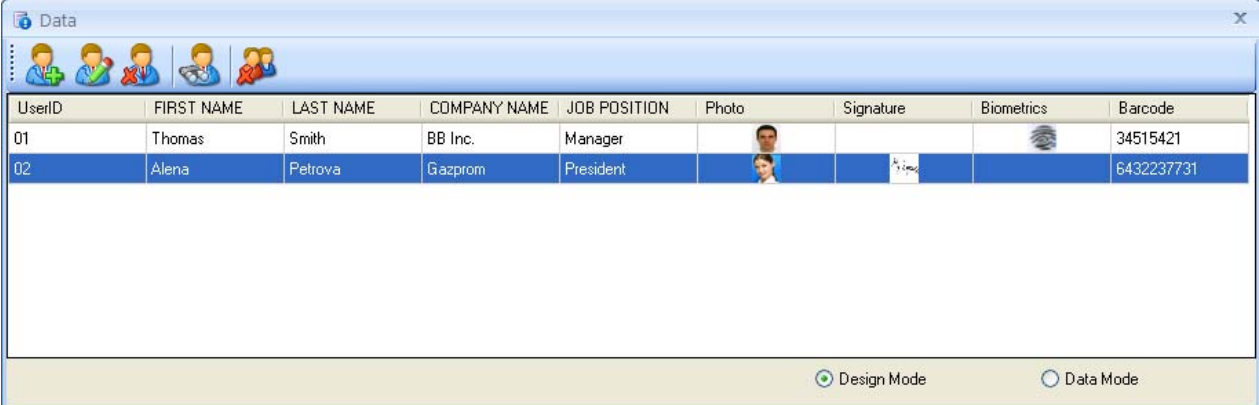
Select the **objects bound** and release the mouse button.







The card will be customized with the new data for each employee.

Data Window

This window consists of a database for employee information. Each horizontal column represents one field created in the “**Fields**” window. You can add, edit, or remove employees from the list.




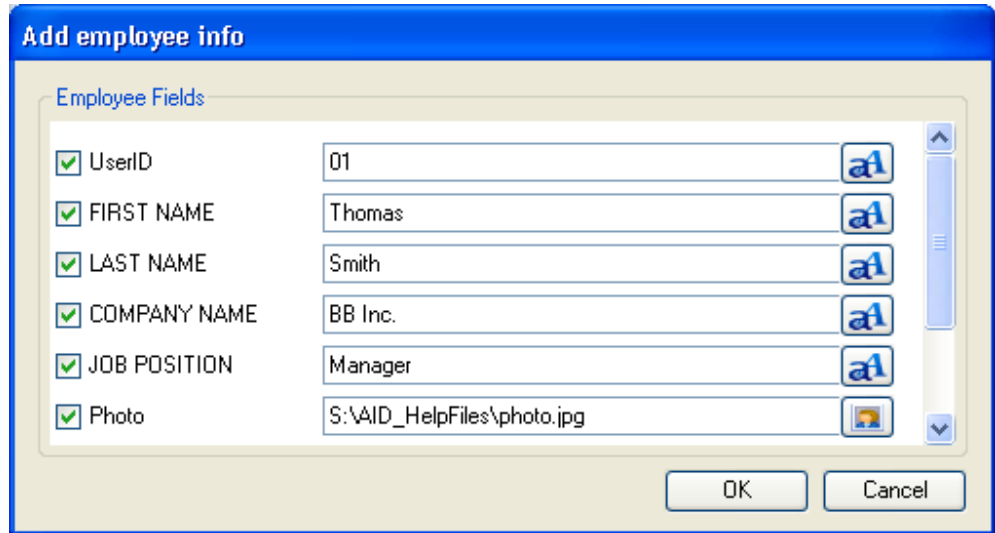
| UserID | FIRST NAME | LAST NAME | COMPANY NAME | JOB POSITION | Photo | Signature | Biometrics | Barcode |
|--------|------------|-----------|--------------|--------------|--|---|---|------------|
| 01 | Thomas | Smith | BB Inc. | Manager |  | |  | 34515421 |
| 02 | Alena | Petrova | Gazprom | President |  |  | | 6432237731 |

Design Mode Data Mode

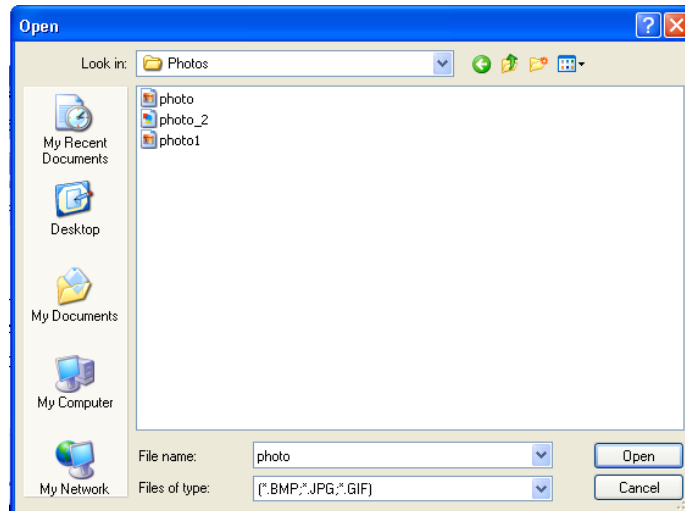
To view all of the information, expand the window by dragging its edge in any direction or use the scroll bar at the bottom of the Data window. Note that all of the objects associated with the card are highlighted.

Adding a New Employee

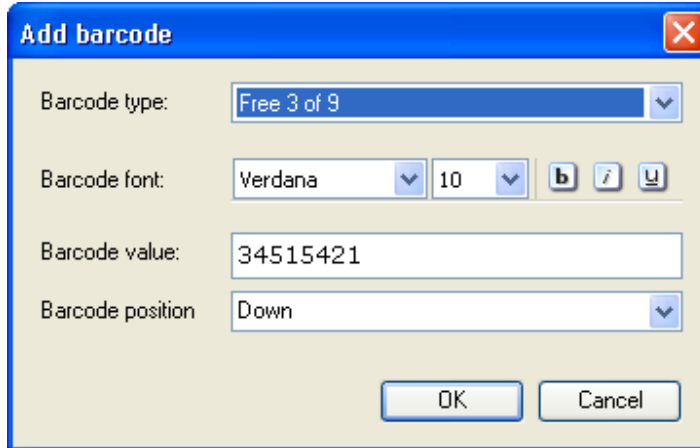
1. On the “**Data**” window click on the “**Add**” button.  A new window called Add Employee Info will be displayed.
2. Complete all fields.



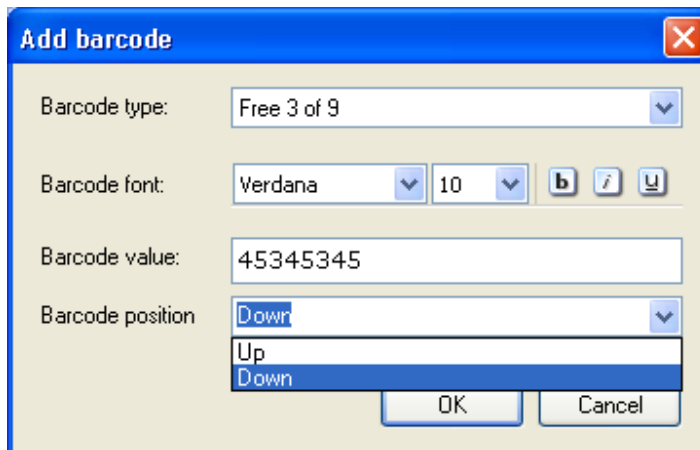
3. If you want to add a **photo**, **biometrics**, or a **signature**, check the corresponding checkbox and provide the **path** to files.



4. To add a **barcode** put its value in the **Barcode value**.



Then select the **type** and the **position**.



5. Click on the “**OK**” button to save. The newly created employee information will appear in the Data window.

Modifying an Existing Employee

1. On the “**Data**” window, select the employee to be modified.

| UserID | FIRST NAME | LAST NAME | COMPANY NAME | JOB POSITION | Photo | Signature | Biometrics | Barcode |
|--------|------------|-----------|--------------|--------------|--|---|---|------------|
| 01 | Thomas | Smith | BB Inc. | Manager |  |  |  | 34515421 |
| 02 | Alena | Petrova | Gazprom | President |  |  |  | 6432237731 |







2. Click on the “**Edit current employee info**” button.



3. Enter changes.

Edit employee info

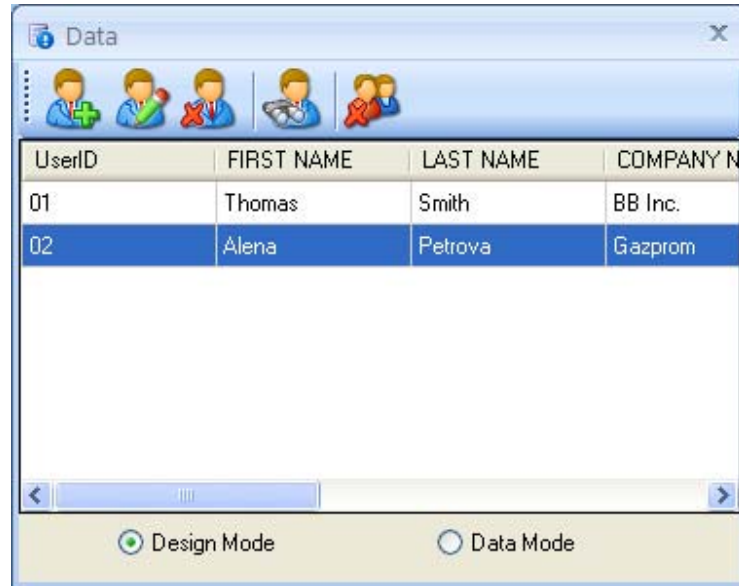
Employee Fields

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> UserID | <input type="text" value="02"/> |  |
| <input checked="" type="checkbox"/> FIRST NAME | <input type="text" value="Alena"/> |  |
| <input checked="" type="checkbox"/> LAST NAME | <input type="text" value="Petrova"/> |  |
| <input checked="" type="checkbox"/> COMPANY NAME | <input type="text" value="Gazprom"/> |  |
| <input checked="" type="checkbox"/> JOB POSITION | <input type="text" value="Vice President"/> |  |
| <input checked="" type="checkbox"/> Photo | <input type="text" value="S:\AID_HelpFiles\photo.jpg"/> |  |

Click on the “**OK**” button to save.

Deleting an Existing Employee

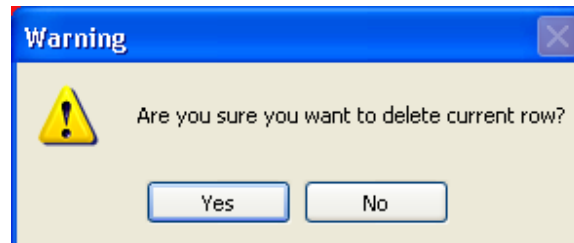
1. On the “**Data**” window, select the employee to be deleted.



2. Click on the **“Delete current employee info”** button.



3. Click **“Yes”** to confirm.

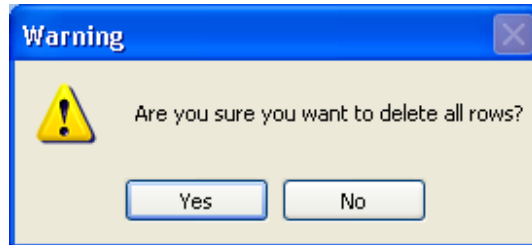


Deleting All Employee Info

1. On the **“Data”** window, click **“Delete all employee info”** button.



2. Click **“Yes”** to confirm.

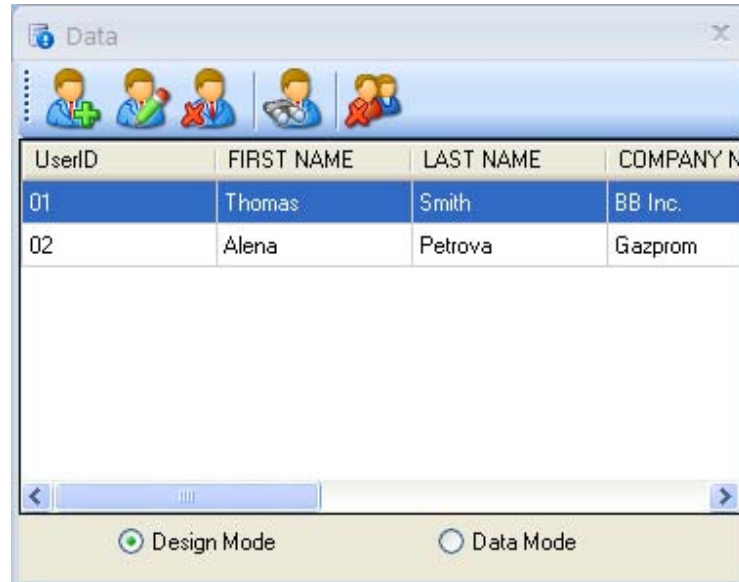


Finding an Existing Employee

1. On the “**Data**” window, click “**Find in the field**” button.  A find window will appear.



2. Select the **field** name from the Name dropdown.
3. Enter the **type** of your field in “**Type**”.
4. Enter a **key word** such as the employee name or job that you want to search.
5. The program will highlight the selected field in the list, if found.

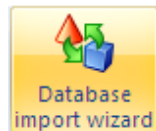


Databases

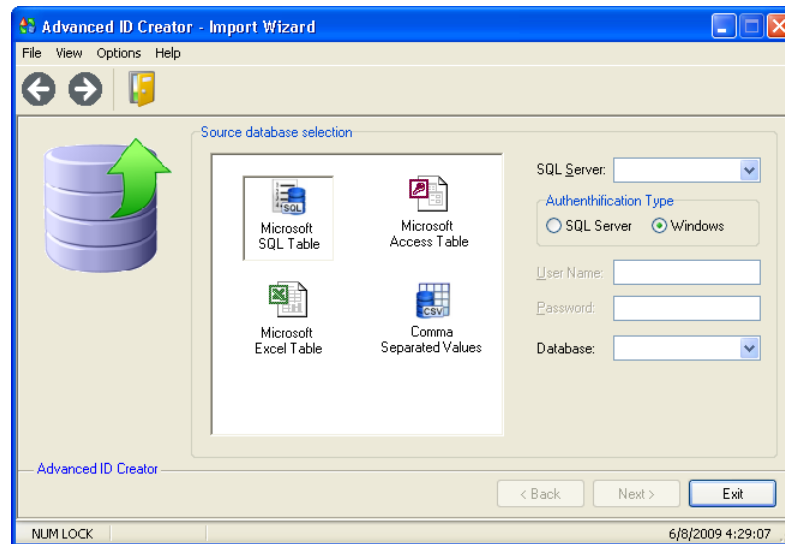
Entering data from data sources is possible with the Database feature.

Importing a Database

1. Select "**File**" from the Top Menu. Click on "**Database import wizard**".



2. In the "**Import Wizard**" window, select "**Source database selection**".



3. Enter the corresponding information to the right of the selection.
4. Click on **"Next"** to complete the import.

Chapter 7 Card Design

Objects

Objects are features that can be used to customize your cards. Objects are displayed on the left hand side of the screen in a Tool Box.

Two Types of Objects

- Design Objects
- Data Objects

1. Design Objects

Design Objects are independent of data: so when applied to the template, they remain the same for all cards.



Text

The text object allows you to customize the text on the front or back of the card that appears on every card.



Line

The line object allows you to draw a straight line on the front or back of the card that will appear on every card.



Rectangle

The rectangle object allows you to draw a square or rectangle shape on the front or back of the card that will appear on every card.



Circle

The circle object allows you to draw a circle or oval shape on the front or back of the card that will appear on every card.



Picture

The image object allows you to insert an image on the front or back of the card that will apply to every card.

Adding an Object

1. Select an **object** from the Tool Box on the left. Click on the “**card face**” or “**card back**” window depending where you want to place the object. When you move your mouse to the card, you will see that a cursor appears as “+”.
2. Left-click on the spot where you want to place the object on the card. Without realizing the mouse button, drag your mouse to **make the outline** of your object and release the mouse button.



3. Adjust **properties** of your object in the “**Properties window**”.
4. When you add a **picture**, you will need to set it by right-clicking on itself and selecting “**Picture from file**”. Show the path and click on “**Open**”.

In the “**Image Preview**” window you can **select an area** that you would like to be displayed on the card. Press “**Ok**” when you are done.

Changing an Object

1. On the card select an **object** you want to modify.
2. Adjust the size by clicking on one of the **handles**. Use the handle to create a **new shape**.

OR

Change the object **properties** by using the “**Properties window**”.

Deleting an Object

1. On the card select an **object** you want to delete.
2. Press the “**Delete**” button on your keyboard.

OR

Right-click on the object and select “**Delete selected objects**”.

Notice that you can delete multiple objects at once.

3. A small box will appear in the middle of the screen that should read “Do you really want to delete selected controls?”

Click on the “**Yes**” button to confirm.

2. Data Objects

Data Objects depend on data. They are created on a template and change with each employee. These objects are also available in **Tools** on the Top Menu. To find out more about using the Data Objects refer to **Work Area** section.



Photo

The Photo Object allows you to insert a photo for each employee from a file or capture a photo from

a camera.



Signature

The Signature Object allows you to insert a signature for each employee from a file or capture it from a device.



Fingerprint

The Fingerprint Object allows you to insert a fingerprint for each employee from a file or capture it from a device.



Bar Code

The Bar Code Object allows you to insert a bar code for each employee.

Chapter 8 Printing Cards

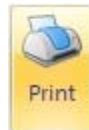
The Advanced ID Creator Enterprise has special printing features allowing administrators to print multiple employees or multiple templates. This section will provide information on page setup, printing multiple employees, adjusting margins and modifying the card layout.

Page Setup

Prior to printing, it is important to set up the page. Adjust the printer, margins, and card layout. All of these could be done in Print window.

Printer

1. **To adjust the printer settings**, select “**File**” from the Top Menu Bar. Select “**Print**” from the list.



The Print screen will be displayed.

Print

Printer
 Name:
 Duplex Printing Mirror Printing

Paper
 Size:
 Source:

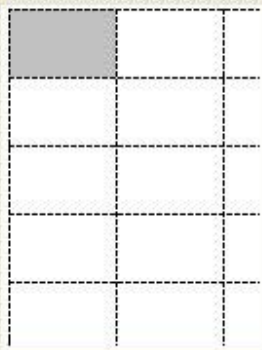
Print resolution
 Low Medium High

Print Employees
 Current All Custom

| | Quantity | UserID | FIRST NAME |
|-------------------------------------|----------|--------|------------|
| <input checked="" type="checkbox"/> | 1 | 01 | Thomas |
| <input type="checkbox"/> | 1 | 02 | Alena |

Close form after print

Page Setup



Portrait Landscape

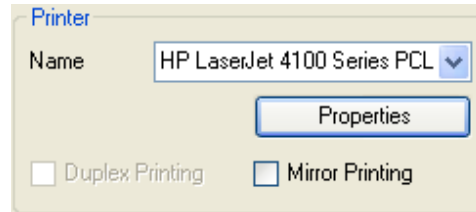
Cards Layout
 Number across:
 Number down:

Multiple Templates per Page
 Multiple Employees per Page

Margins

Vertical: Horizontal:
 Left: Right:
 Top: Bottom:

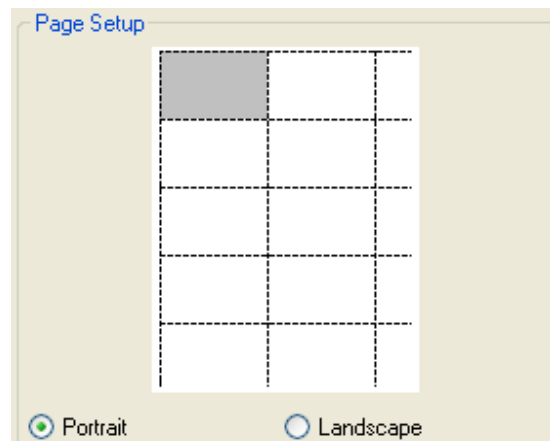
- 2a. To adjust the printer settings, select the **printer** from the dropdown list.



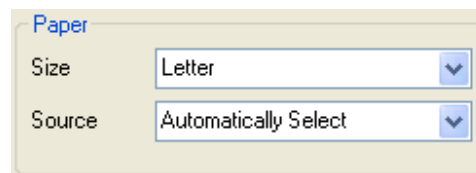
Select **“Mirror Printing”** if you want to print the mirror image on the cards.

Click on **“Properties”** window to see **Printer Properties**.

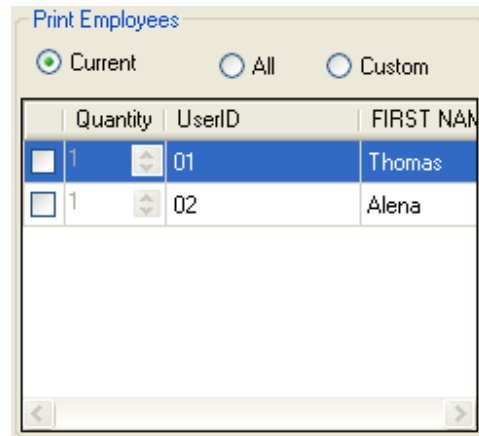
- 2b. Adjust the orientation by selecting **“portrait”** or **“landscape”**.



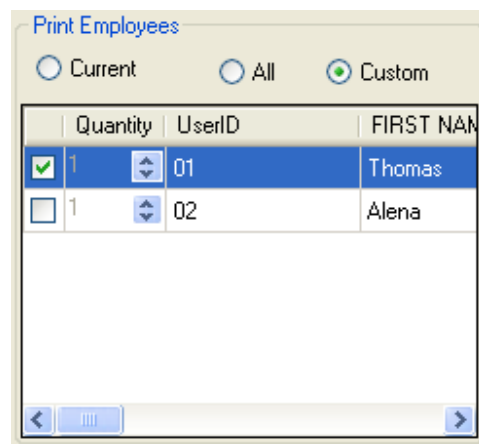
- 2c. Select the **“Size”** and **“Source”** of paper.



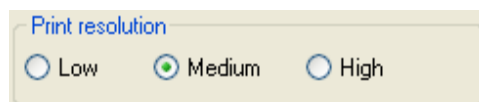
3. To adjust the number of employees to be printed, select:
- **“Current”** to print the current employees
 - **“All”** to print all of the employees
 - **“Custom”** to choose individual employees



Click on the individual employees to print.

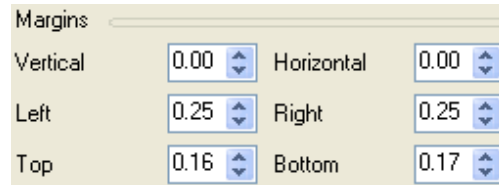


- To adjust the print resolution, select “Low”, “Medium” or “High”



Margins

- To adjust the margins, click in the box next to the margin side: “Vertical”, “Horizontal”, “Left”, “Right”, “Top”, “Bottom”.

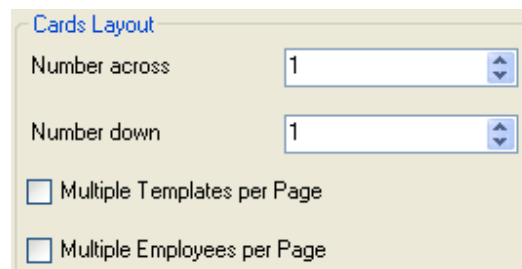


Margins

| | | | |
|----------|------|------------|------|
| Vertical | 0.00 | Horizontal | 0.00 |
| Left | 0.25 | Right | 0.25 |
| Top | 0.16 | Bottom | 0.17 |

Card Layout

- 6a. To adjust card layout, look at the “Cards Layout” section.



Cards Layout

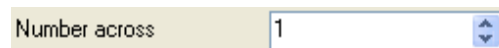
Number across: 1

Number down: 1

Multiple Templates per Page

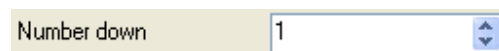
Multiple Employees per Page

- 6b. Select the number of cards to be printed across the page by selecting a number next to “number across”.




Number across: 1

- 6c. Select the number of cards to be printed down the page by selecting a number next to “number down”.



Number down: 1

- 6d. Select the checkbox beside “Multiple Templates per Page” if you want to print more than one template at a time.



Multiple Templates per Page

- 6e. Select the checkbox beside “Multiple Employees per Page” if you want to print more than one employee at a time.



Multiple Employees per Page

7. Select **“Apply”** to save settings, **“OK”** to save settings and print or **“Cancel”** to exit without saving changes.

Print and Print Preview

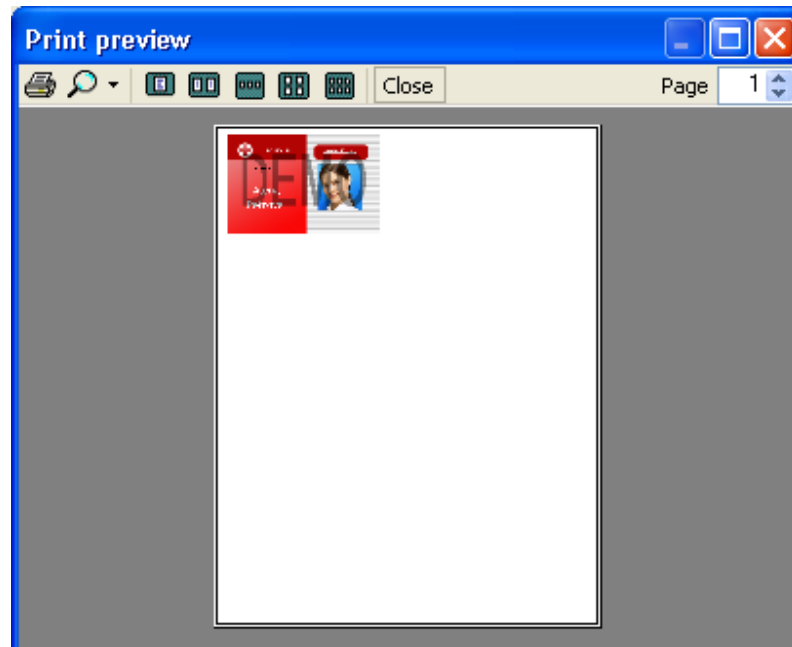
Print Preview

1. To preview your cards prior to printing, select **“File”** from the Top Menu Bar. Select **“Print Preview”** from the list.

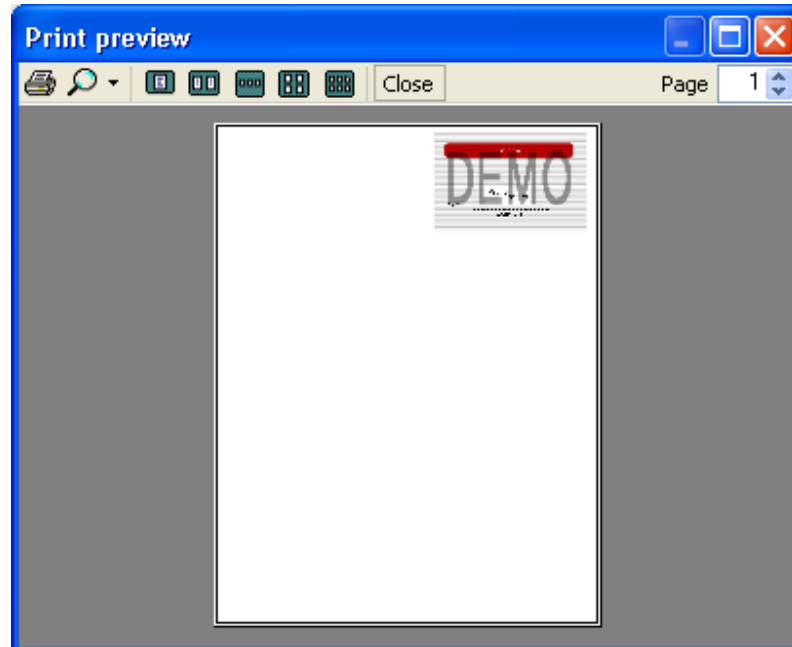


2. View the cards as they will appear on the page.

Card [face side]



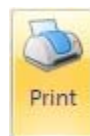
Card [back side]



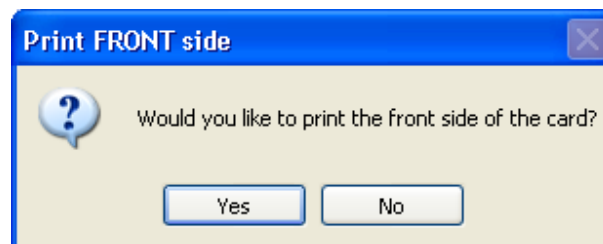
3. Click on **“Close”** to return to the workspace.

Printing

1. **To print cards**, select **“File”** from the Top Menu Bar. Select **“Print”** from the list.



2. Select **“Yes”** to print the front side of the card.



3. Select **“Yes”** to print the back side of the card.

Batch Printing

The Advanced ID Creator Enterprise allows you to print multiple cards or templates at once.

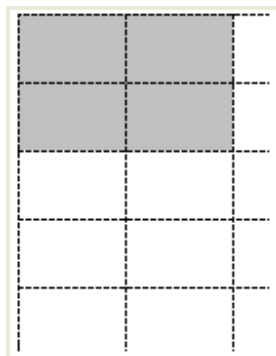
1. To print multiple cards or templates, click on **“File”** and **“Print”**.
2. Select **“Multiple Templates per Page”** OR **“Multiple Employees per Page”**.

Multiple Templates per Page
 Multiple Employees per Page

3. Adjust the other **“Cards Layout”** options.

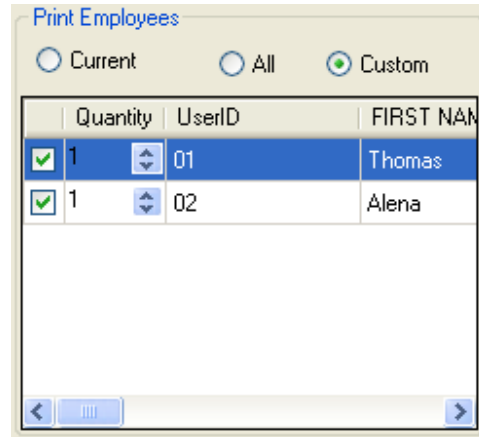
Number across
Number down

When the **“Number across”** and **“Number down”** values are changed, it is represented in the display sheet at the top of the window.



4. Select **“All”** or **“Custom”** in the **“Print Employees”** section.
If you select **“Custom”**, be sure to select the employees to print

from the list.



5. Click **"Print"**.

Select **"Yes"** to print the front side of the card.

Select **"Yes"** to print the back side of the card.

Chapter 9 Programming Magnetic Stripe Cards

Advanced ID Creator Enterprise allows you to program information onto a magnetic stripe using a card reader/writer.

Writing Information on a Card

1. Ensure a Card Reader is installed.
2. Click on the “**Card**” button on the top menu.



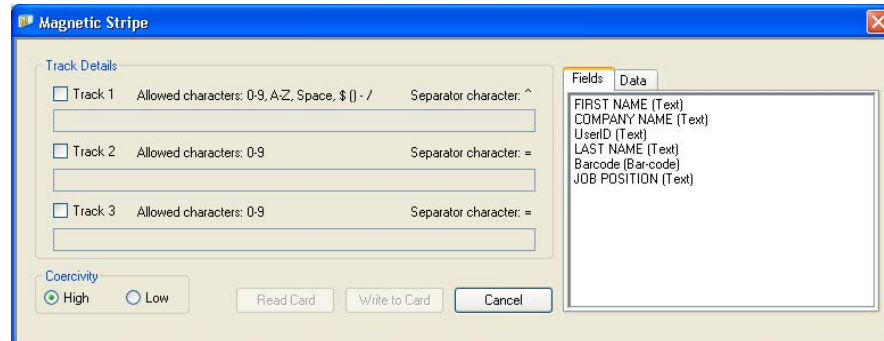
3. A black placeholder for a magnetic stripe will be displayed on the Card [Back Side].



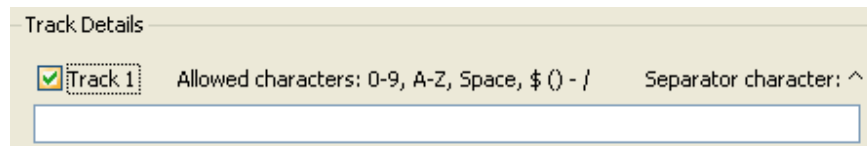
4. Click on “**Devices**” in **Tools**.



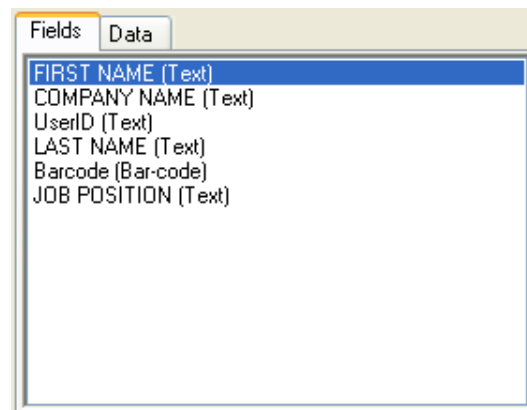
The Magnetic Stripe window will open.



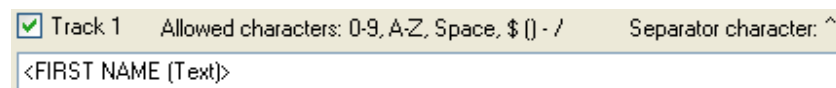
5. Under **“Track Details”**, select the box besides the heading **“Track 1”**.



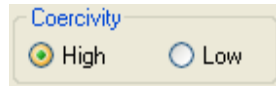
6. Click on the **“Fields”** tab and select a **“field”**.



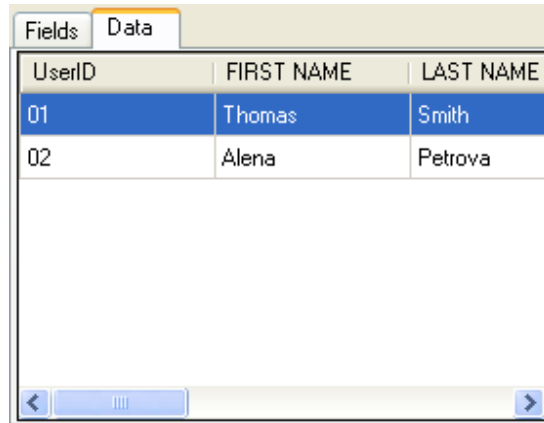
7. Drag the field to the space below Track 1. The field will be inserted in this space for each user.



8. Continue to enter fields. Use **“Track 2”** and **“Track 3”** if necessary.
9. Select **“High”** or **“Low”** coercivity.

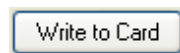


10. Click on the **“Data”** tab and highlight an employee.



| UserID | FIRST NAME | LAST NAME |
|--------|------------|-----------|
| 01 | Thomas | Smith |
| 02 | Alena | Petrova |

11. Click on **“Write to Card”**.



Reading information from card

1. Install a Card Reader.
2. Click on **“Devices”** in **Tools**.

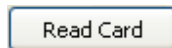


The Magnetic Stripe window will open.

3. Click on the **“Data”** tab.

| UserID | FIRST NAME | LAST NAME |
|--------|------------|-----------|
| 01 | Thomas | Smith |
| 02 | Alena | Petrova |

4. Click on “**Read Card**” button.



5. Swipe the card through the card reader.
6. Information will append to the “**Data**”.