



## **Card Software**

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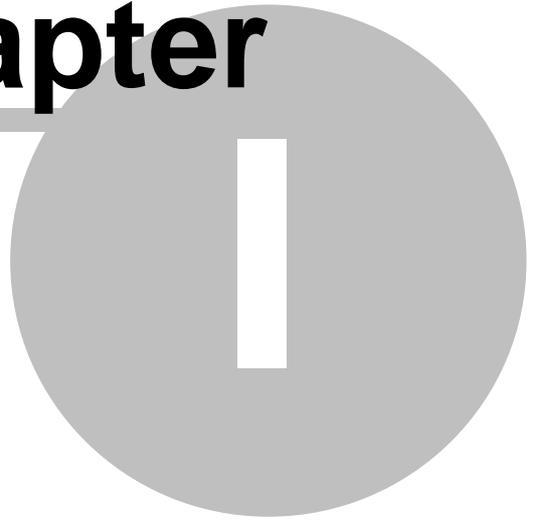
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# Chapter

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# 1 Working Area

The main **Card Software window**, with its accompanying toolbars and menus, closely resembles the windows you work in for other Windows based programs. You will be working in the main window (and its sub-windows) as you design and print your cards.

## 1.1 Design View

All your work to layout a card is done in the **Card Work Area**.

This area displays a card outline depicting the physical limits of the card. Any objects placed outside the card borders will not be printed.

### The Title Bar

The **Title Bar** displays the name of the *Card Software* program and the name of the active card file.

### Minimize, Maximize Button

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

### Restore Button

Using the mouse, you can click the **Restore** button to resize a window to its previous size and location. The restore button is only available when your window is maximized.

### Close Button

Using the mouse, you can click the **Close** button to end your *Card Software* session.

### Close Window Button

**Close Window Button** (in the top right of *Card Software* interface) closes the actual window (with the actual document) of *Card Software* without quit application.

Close Window Button:



### The Menu Bar

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

## The Toolbars

You can use **Toolbars** for quick access to some of the most commonly used commands and tools.

Tooltips explaining the functions of each button are displayed if you hold the mouse pointer over the desired button.

**Note:** You must use a mouse to choose buttons on the **Toolbars**. You cannot use the keyboard.

## The Rulers

*Card Software* includes Rulers to help you align your artwork and arrange image elements symmetrically. Rulers can be configured to display inches or centimeters. Set your unit of measure, from the Options menu **Metrics**. To display the rulers, choose **Rulers** from the View menu. To hide the rulers, choose Rulers from the View menu again.

## The Grid

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

## The Cross Hair

The **Cross Hair** represent the cursor position within the card document. You can turn it on and off using the **Cross Hair** command from the View menu.

## The Standard Status Bar

Messages appear at the bottom of the window in areas called **Status Bars**. These messages describe what you are seeing and doing in the *Card Software* window as you work. The **Status Bar** displays the x and y coordinates of the pointer, and the type, location, and size of the currently selected card object. Displays also the name of the tool when selecting the tool's button and when you choose a command provides a short message telling you what that command will do.

## Screen Setup

The command **Cross Hair** from the View menu toggles the cross hair cursor.

Using the command **Grid** on the View menu you can, display or hide the layout grid (**CTRL+G**).

Use the **Grid Settings** command from the Options menu to control snap to grid; show / hide grid and grid spacing.

Using the command **Guidelines** on the View menu you can, display or hide the card-edge guidelines (**CTRL+L**).

Using the command **Rulers** on the View menu you can, display or hide the rulers layout. Use the **Rulers Settings** command from the Options menu to control the rulers behaviour. Use the **Metrics** command from the Options menu to change the measurement unit.

Use the **Object Tooltips** from the View menu to displays a brief description of the objects names and size. A ToolTip is displayed when the mouse pointer rests over the object.

## Zooming the Card Image

The size of the card image can be changed by using the **Zoom In (+)** and **Zoom Out (-)** commands on the View menu. Exact placement of objects on the card is sometimes easier if the image is larger.

Using the command **Fit Workspace** on the View menu, you can display the entire card page.

### Zoom In Button



### Zoom Out Button



## User Metrics

From the Options menu select the command **Metrics**. Choose between millimetres or inch. All measurements are displayed in the selected unit.

## Working with the Card Software Commands

A **Command** is an instruction that tells the *Card Software* to perform an operation. The *Card Software* provides several ways for you to choose commands. You can choose commands from a menu or toolbar, or you can use shortcut keys.

### Toolbar Commands

The *Card Software* **Toolbars** provide you with one-step access to lots of tasks. You can draw a rectangle, place a photograph, define a bar code, edit text and much more - all with just one click of a mouse button on one of the *Card Software* tools.

### Menu Commands

**Commands** are grouped in menus. Some **Commands** carry out an action immediately; others display a dialog box so that you can select options. You'll know that a **Command** will display a dialog box, if it is followed by three periods (...).

### Mouse Shortcuts

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

#### To display an object's property sheet.

1. **Point** to the object.
2. **Click the right mouse button**. The *Shortcut menu* appears.



To display the **Shortcut menu** when you have no objects selected.

1. Move the mouse pointer to a place not on an object.
2. **Click** the **right** mouse button. The **Shortcut menu** appears.



3. Choose the action you want to perform.

## Shortcut Keys

You can choose some commands by pressing the keyboard **Shortcut Keys** listed on the menu to the right of the command.

The *Card Software* uses many of the **Shortcut** keys found in other Windows programs.

## 1.2 Dashboard

**Dashboard** is an innovative way for you to edit some objects properties. Is faster, is intuitive and it saves time looking for information on how to do simple operations.

## Source Dashboard

Properties button lets you edit object properties.

Get button lets you get a new object.

Edit opens *Imager* to edit selected object.

Edit after acquire allows the user to choose to edit an image immediately after acquisition.

Acquire on print will acquire image source on print.

Display only will only show selected object on screen and will not be printed if this option is activated. It works with all kind of objects.

Protected will protect object from being selected and edited preventing future modifications. It works with all kind of objects.

Silent mode defines that image acquisition will be made in silent mode, so the *Imager* will not pop-up for the user to make selections and edition.

Variable name is the name of the object selected on card.

## Position Dashboard

### Position

It works with all kind of objects.

Horizontal position adjust object position and show actual horizontal position of an object.

Vertical position adjust object position and show actual vertical position of an object.

### Size

It works with all kind of objects.

Horizontal size adjust object size and show actual horizontal size of an object.

Vertical size adjust object size and show actual vertical size of an object.

### Align

Only works with text, Bar Code, 2D Bar Code and image objects.



Align objects to left.



Align objects to center.



Align objects to right.



Align objects to top.



Align objects to middle.



Align objects to bottom.

### Rotation

Works with all kind of objects.



Rotate objects at 0° (original position of the object).



Rotate objects at 90° from the original position.



Rotate objects at 180° from the original position.



Rotate objects at 270° from the original position.

## Line Dashboard

**Line Dashboard** lets you customize your objects borders such as text box or graphic images (line, ellipse, rectangle and text). Choose line color from *Color Box* or enable *Black Panel* to change color to black. Choose the thickness of your lines and style from drop down menu.

## Fill Dashboard

**Fill Dashboard** allows you to color the fill of some objects (ellipse, rectangles and text) with one color, gradient or Black Panel.

### One Color

To use one color for the background of your object leave disable the *Black Panel* and *Gradient Fill* buttons and select your color from the *Color 1* drop down menu.

### Black Panel

Choosing Black Panel will automatically change the object fill into black and disable the color selectors.

### Gradient Fill

To use Gradient Fill select *Gradient Fill* button and choose 2 colors from color selectors. The result will be a combination of defined colors with degrade transition in horizontal or vertical direction.

## Text Dashboard

**Text Dashboard** allows to define text properties such as Font, Size, Bold, Italic, Underline, Color (using Black Panel will disable Color selector).

Multiline text allows text in more than one line.

Word Wrap is an option when *Multiline* is selected and shows all text in the text box.

Shrink to Fit will fit text in text box when *Word Wrap* is disable.

Lowercase changes text to "aaa".

Uppercase changes text to "AAA".

Capitalized changes text to "Aaa Bbb Ccc".

## Image Dashboard

**Image Dashboard** allows to make some simple changes on image.

Keep original size enables image transform on its size and allows its distortion.

Stretch transform images without losing original aspect.

Crop enables preview image to select and cut.

Crop to Bounding Ratio enables preview image to crop without losing original ratio.

Cut Out Color enables color selection to cut out with tolerance level defined by user.

## Effects Dashboard

**Effects Dashboard** enable effects on some objects: lines, ellipses, rectangles, text and image. Define Shadow Distance; add some Transparency to objects; Rounded Corners and Reflection with degrade to transparency.

## Bar Code Dashboard

**Bar Code Dashboard** edits Bar Code properties. You can choose a Bar Code style from a drop down list; add transparency background; invert colors; show or hide digits from Bar Code image; define Ratio and Check Sum style.

## 2D Bar Code Dashboard

**2D Bar Code Dashboard** appears when a 2D Bar Code is created on card. Then some customizations are enable like Style; Horizontal Resolution; Vertical Resolution; Number of Rows; Number of Columns; Flip Option; ECC Level and ECC Percent. You can also use check boxes to:

- Reduce width;
- Reduce height;
- Truncated;
- Binary encode.

## Clip-art Dashboard

**Clip-Art Dashboard** is a new way to display images and interact with the software "library". With this new Clip-Art you are able to import your images to Clip-Art, edit them and navigate or search by keywords with preview images.

## Database Dashboard

**Database Dashboard** allow Database navigation and it is a simple way to drag-and-drop contents into card direct from Database.

By default your Database appears empty. You need to connect to a Database by clicking on "**Connect...**" from **Database** Menu.

### How to drag-and-drop?

To drag-and-drop simple click on item title and drag it into card.

## 1.3 Card Designs Section

The **Card Design Area** is all the area that you can use to design your card.

## 1.4 Database View

Displays all data field names and provides a field to enter or edit data, for the current Database. You need to be connected to Database to edit / view entries.

### The Toolbar

The **Toolbar** is located on the top of *Card Software* window where you are able to find several buttons to proceed with main functions of current window.



**View Button:** change from Database View into Card Design View.



**DB Open / Close Button:** connect / disconnect from Database.



**Database Properties Button:** edit Database properties.



**Back:** go to the first record on Database.



**Back:** go to the previous record on Database.



**Add:** add record to Database.



**End of Fields:** if selected on Database properties, allows to execute the "end of fields" operations at any moment.



**Save:** save record / data on Database.



**Remove:** remove record from Database.



**Forward:** go to the next record on Database.



**Forward:** go to the last record on Database.



**Print Button:** print card.

## The Record View

The **Record View** (on **Database Window**) allows you to edit records on Database.

Record fields are presented in a form like view, having the image fields (binary fields) shown on the right side of the view.

## The Browse view

The **Browse view** shows Database records when connected to Database.

It allows the user to scroll up and down the list of records, refreshing the "Record View" current record where the user may edit it.

The Browse View Title Bar allows the user to Select, Find and Seek records on the Database.

Use:

- **Seek** choosing a **Database Field**, and type the characters that match the text you want to find on the selected field. Current record will be automatically repositioned;
- **Select by** choosing a **Database Field**, using **Starting With** or **Containing** operator and the **text** you want to use on your simple query, press the "ok" button to get a smaller list of records;
- **Find on** choosing a **Database Field**, using **Starting With** or **Containing** operator, the **text** you want to use, and press the "ok" button to find a record matching your request;

## The Horizontal Split Window

Used to separate horizontally the Record View from the Browse View. The split window can be sized with the mouse.

## The Dashboard

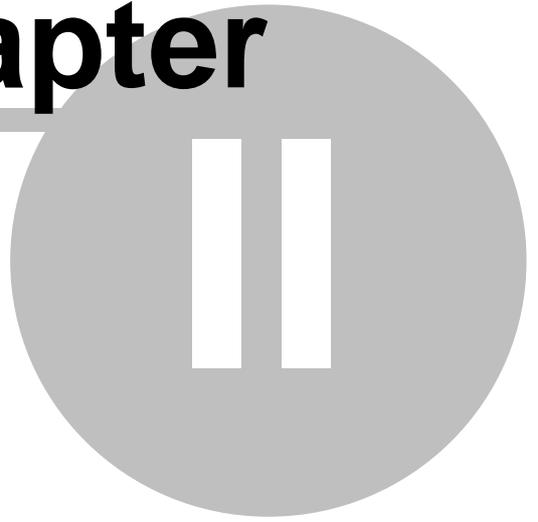
The **Dashboard** on Database View enables a Card Preview while you are working on Database; Record Selection and Encoding actions.

The **Record Selection Slider** allows the user to create and execute record selection instructions (queries), using the simple drop-down fields to define the query conditions, or by editing the conditions directly on the text box.

The **Encoding Slider** enables *Processing* and *Reading* operations directly from the database view, as well as defining the Card Serial Number storing condition.

# Chapter

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## 2 Creating Cards

This section explains the procedures for opening existing card files, saving your work and creating the layout of a new card.

### 2.1 Opening and Saving Card Files

You'll find that opening and saving your card files are pretty much the same as in other Windows programs.

#### Opening Card Files

To open a card file go to **File** Menu and select **Open...** command. The **Open** Dialog Box will appear. Simply select the card document you want to open and click **Open** Button.

You can have a preview of the select card before open it. To disable this function uncheck the *Preview Check Box*.

To preview the back of selected card, check the *View Back Check Box*.

You can also use the **Ctrl + O** shortcut to open a card file.

#### If you don't see the Card you want

The File Name box initially lists card files in the directory in which you last saved or opened a card. If the card file you want is not listed, **click** another drive and / or directory.

If you choose, you can open several card files during a *Card Software* session. Use the methods listed above to select the desired card files. If more than one window is open, the title bar for the active window (the one in which you are working) is a different color or intensity than other title bars.

#### Saving Card Files

Until you give a new card document a unique name, the *Card Software* displays in the title bar a temporary name. The first new document is CARD1, the second, CARD2 and so on.

To save a card on disk, select **Save** command from **File** Menu or use the **Ctrl + S** shortcut. When you save a card for the first time, the *Card Software* displays the **Save As** dialog box so that you can type a name for the card file.

#### Naming a Document

To make it easier to find your documents, you can use long, descriptive filenames. The complete path to the file, including drive letter, server name, folder path, and filename, can contain up to 255 characters. Filenames cannot include any of the following characters: forward slash (/), backslash (\), greaterthan sign (>), less-than sign (<), asterisk (\*), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;).

## Displaying Card Information

You can display information about the current card. From the View menu, choose **Card Properties**. The Card Properties dialog box appears.

### **General Tab**

Displays a brief card description, card dimensions and card and workspace colors.

### **File Information**

Display the card document full path, name of the person who last saved and printed the card as well as the date.

### **Object List**

You can change object properties directly from this dialog box, useful if you want to change small or hidden items. You also can export images from this dialog box.

**Note:** Lines and Rectangles will not show a preview.

- **Select:** Click this button to select on the card the selected object on the card items list.
- **Properties...:** Select any object and click this button. The corresponding Object Properties dialog box opens. Perform the changes you want and confirm with OK. Changes are applied immediately at the card workspace.
- **Export...:** Select an image and click this button to export it. The Save As dialog box appears. Provide a filename for your image and select the type you want to use to save the image, you can choose between; Windows Bitmap Format (\*.bmp), Zsoft PCX Format (\*.pcx), and Tagged Information File (\*.Tif).
- **Delete:** Click this button to delete permanently the selected item. Confirm with OK.
- **Close:** Exit Edit Item List dialog box.

### **Embedded Fonts**

Allows you to include the font types used on the card design in to the card document file. This option will avoid the card design to be changed in case of the used fonts isn't installed on your system. If you check the Install Embedded fonts when load the document options the fonts listed in the Embedded fonts section will be automatically installed in your system.

## 2.2 Creating a Basic Card

This section explains the processes involved in creating a **Basic Card** using a few of the most common tools.

### Card Setup

A card can be created in either portrait (print across the narrow side of the card)  or landscape (print across the wide side of the card)  orientation. The card defaults to landscape orientation. To set the card orientation to portrait, on the File menu choose **Card Setup**. Then click on **Properties** from Dimensions area. In the Card Properties dialog box, **click Portrait**. The card orientation can be changed at any time.

### Adding a Line

#### **To add a horizontal or vertical line**

1. On the Drawing toolbar, **click** the **Line** tool; the pointer changes to a hand with the Line icon.
2. Move the pointer to the point on the card where you want to place one end of the line.

3. **Press** and hold the left mouse button and drag in a horizontal or vertical direction. As you **drag**, a line is drawn, with one end fixed where you began to drag and the other end following the pointer. Continue **dragging** until the line is the desired length.
4. Release the mouse button. The line appears on the card.

#### To add a horizontal or vertical diagonal line

1. Proceed like to draw a line but press **SHIFT** before dragging the mouse pointer.
2. Release the mouse button. The line appears on the card.

After **Line** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#).

## Adding a Rectangle

#### To add a Rectangle

1. On the Drawing toolbar, **click** the **Rectangle** tool; the pointer changes to a hand with the Rectangle icon.
2. Move the pointer to the point on the card where you want to place the upper left corner of the rectangle.
3. Press and hold the left mouse button and **drag** in any direction. As you **drag**, a rectangle forms with one corner fixed where you began to **drag**, and the other corner following the pointer. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The rectangle appears on the card.

After **Rectangle** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Fill Dashboard](#);
- [Effects Dashboard](#).

## Adding an Ellipse

#### To add a Ellipse

1. On the Drawing toolbar, **click** the **Ellipse** tool; the pointer changes to a hand with the Ellipse icon.
2. Move the pointer to the point on the card where you want to place the upper left side of the Ellipse.
3. Press and hold the left mouse button and **drag** in any direction. As you **drag**, an **Ellipse** forms with one side fixed where you began to **drag**, and the other side following the pointer. Continue dragging until the Ellipse is the desired size.
4. Release the mouse button. The Ellipse appears on the card.

After **Ellipse** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Fill Dashboard](#);

## Adding Text

### To add text

1. On the Drawing toolbar, **click** the **Text** tool; the pointer changes to a hand with the Text icon.
2. Move the pointer to the point on the card where you want to place a corner.
3. Press and hold the left mouse button and drag in any direction. As you **drag**, a rectangle forms with one corner fixed where you began to **drag**, and the other corner following the pointer. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The **Text** Box appears.

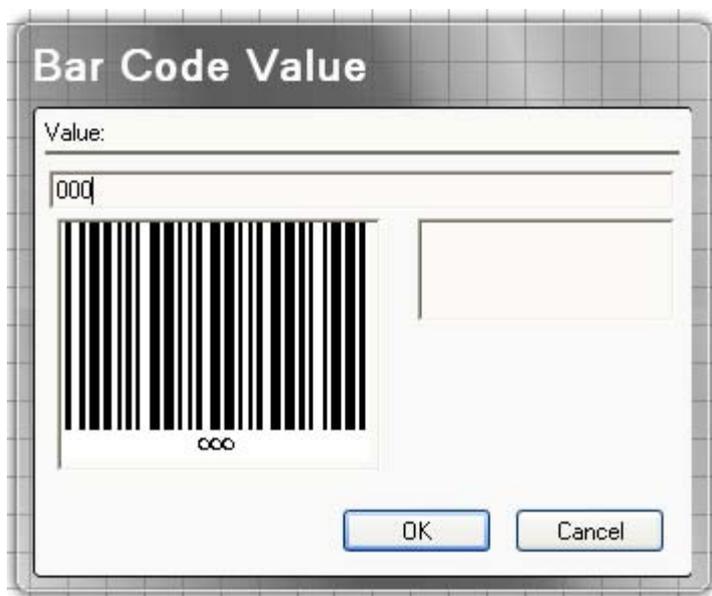
After **Text** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Fill Dashboard](#);
- [Text Dashboard](#);
- [Effects Dashboard](#).

## Adding a Bar Code

### To add a bar code to the card

1. On the Drawing toolbar, **click** the **Bar Code** tool; the pointer changes to a hand with the Bar Code icon.
2. Move the pointer to a place on the card where you want to place a corner of the bar code.
3. Press and hold the left mouse button and **drag** in any direction. As you **drag**, a rectangle forms, with one corner fixed where you began to **drag**. The other corner follows the pointer. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The **Bar Code** Properties dialog box appears.



5. Type the data you want to appear in the bar code.
6. **Click OK**. The bar code will appear on the card.

**Note:** While some bar codes will accept numbers, letters and symbols, others will accept only numbers.

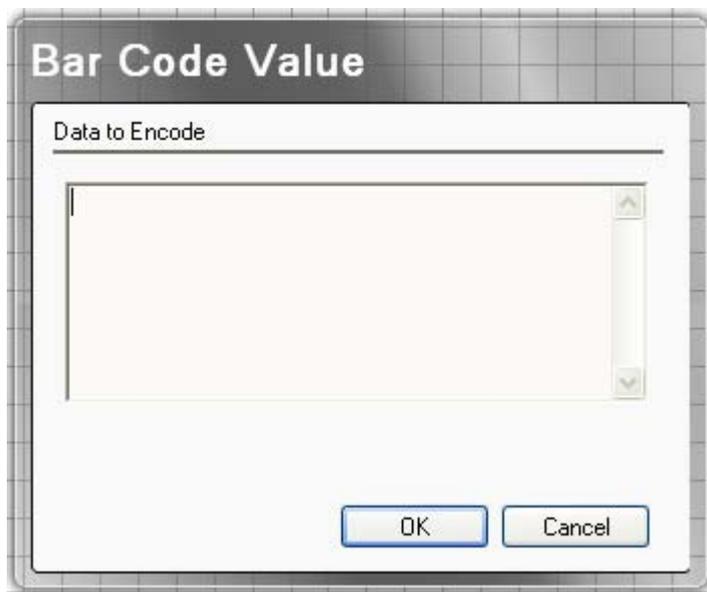
After **Bar Code** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Text Dashboard](#);
- [Bar Code Dashboard](#).

## Adding a Bar Code 2D

**To add a Bar Code 2D to the card**

1. On the Drawing toolbar, **click** the **Bar Code 2D** tool; the pointer changes to a hand with the **Bar Code 2D** icon.
2. Move the pointer to a place on the card where you want to place a corner of the **Bar Code 2D**.
3. Press and hold the left mouse button and **drag** in any direction. As you **drag**, a rectangle forms, with one corner fixed where you began to **drag**. The other corner follows the pointer. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The **Bar Code 2D** Properties dialog box appears.



5. Type the data you want to appear in the bar code.
6. **Click OK**. The bar code will appear on the card.

**Note:** While some bar codes will accept numbers, letters and symbols, others will accept only numbers.

After **Bar Code 2D** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Bar Code Dashboard](#).

## Adding an Image

### To add an Image to the card

1. On the Drawing toolbar, **click** the **Image** tool; the pointer changes to a hand with the Image icon.
2. Move the pointer to the point on the card where you want to place the upper left corner of the image.
3. Press and hold the left mouse button and drag in any direction. As you **drag**, a rectangle forms with one corner fixed where you began to **drag**, and the other corner following the pointer. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. The **Open** dialog box appears.



5. Select the image you want to import to *Card Software Workspace* and click the **Open** Button.

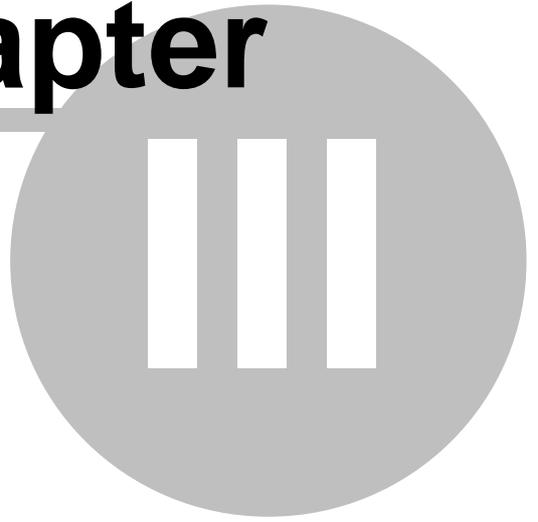
**Note:** The previous steps showed you how to add a photograph (or other artwork) to your card from a bitmap file. You can also add an image that is not in a file by using the Twain or Vfw Image Source.

After **Image** creation you can change its settings on the following Dashboards:

- [Source Dashboard](#);
- [Position Dashboard](#);
- [Line Dashboard](#);
- [Image Dashboard](#);
- [Effects Dashboard](#).

# Chapter

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## 3 Working with Objects

This section provides information on objects, their properties, and how to edit them.

### 3.1 Card Software Objects

With the exception of magnetic encoding information and Smart Card data, all cards are made up of objects. Lines, text, images, bar codes are objects. What you can do with an object depends on whether you created it in the *Card Software* or you inserted it from another application. Once you know how to manipulate the different types of objects, you've mastered a lot of what's involved in creating cards.

#### Terms That Apply to Objects

As you've already discovered, objects are the key building blocks in the *Card Software*. Just about everything you work on is an object. There are different types of objects and the behavior of an object depends on its type. The *Card Software* objects are native to the *Card Software*; embedded objects are objects you create in another application. Some of the terms used to describe working with objects may be new to you.

**Object:** The text, lines, and bar codes that you create using the *Card Software* tools and the pictures you import from other applications.

**Property:** Each aspect of an object that you can manipulate using the *Card Software* tools and commands, including size, color, line width, and content.

**Sizing handle:** The square at each corner and along the sides of a selected object. Dragging a sizing handle resizes the object.

**Bounding Box:** The box framed by the sizing handles when an object is selected. When you click an object to select it, the selection rectangle appears.

**Picture:** An image from another application. It can have some, but not all, of the attributes of an object created in the *Card Software*. You can move and resize a picture and change its rotation.

**Stacking:** Placing objects on top of one another. Each object is separate from any other object as well as from the card background. Although the objects seem to be drawn on a flat card, it's helpful to think of objects as pieces of paper in a stack. The object you draw first is on the bottom of the stack; the most recently drawn object is added to the top of the stack. The "stacking order" is important because the object on the top of the stack can cover those underneath it. You can see this effect when you stack one filled rectangle on top of another.

#### Selecting and Deselecting Objects

You need to tell to the *Card Software*, which object you want to work with. To do this, you must select it.

##### To select one object

1. Touch a visible part of the object with the mouse pointer and then **click**. You select an object in a stack in the same way.

2. Once it's selected, you're free to rotate it, change its size, or color, or move it to another location.

##### To select multiple objects

1. Hold down the **SHIFT** key and **click** each object you want to select.

- or -

2. Move the pointer outside of the objects you want to select.

3. Press and hold the left mouse button and **drag** in any direction. As you **drag**, a rectangle forms,

with one corner fixed where you began to drag, and the other corner following the pointer. Continue dragging until the rectangle encloses all the objects you want to select.

4. Release the browse button. The objects enclosed by the rectangle are selected.

#### To select all objects

1. From the Edit menu, choose **All**, or press **CTRL+A**.

#### To deselect objects

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

**Tip:** An object will be selected automatically if you right-click the object to edit its properties.

## 3.2 Resizing Objects

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

**Tip:** If you want to resize an object (except a PDF Symbol) by an exact amount or to a specific size, use the [Position Dashboard](#) and change the object size.

#### To resize an object

1. Select the object.

2. Move the mouse pointer over a sizing handle. The pointer changes appearance to indicate the direction in which you can resize the object.

3. **Click** and **drag** a sizing handle until the outline of the object is the right shape and size.

### Resizing a Line

#### To resize a Line

1. Select the **Line**. Sizing handles appear on each end of the line.

2. **Drag** one of the sizing handles to make the **Line** the length you want.

### Resizing a Rectangle

#### To resize a Rectangle

1. Select the **Rectangle**. Sizing handles appear on each end of the object.

2. **Drag** one of the sizing handles to make the **Rectangle** the size you want.

To maintain the object's proportions, hold down SHIFT while you drag the the Sizing Handles on workspace.

### Resizing an Ellipse

#### To resize an Ellipse

1. Select the **Ellipse**. Sizing handles appear on each end of the object.

2. **Drag** one of the sizing handles to make the **Ellipse** the size you want.

To maintain the object's proportions, hold down SHIFT while you drag the the Sizing Handles on workspace.

## Resizing a Text

### To resize Text

1. Select the **Text** object.
2. Open [Text Dashboard](#).
3. **Select** the desired size from drop-down menu.

## Resizing a Bar Code

### To resize a Bar Code

1. Select the **Bar Code** object. Sizing handles appear on each end of the object.
2. **Drag** one of the sizing handles to make the **Bar Code** the size you want.

To maintain the object's proportions, hold down SHIFT while you drag the the Sizing Handles on workspace.

**Important:** Resizing a **Bar Code** requires special consideration to maintain the correct aspect ratio and data density for the **Bar Code** type being printed.

## Resizing a Bar Code 2D

### To resize a Bar Code 2D

1. Select the **Bar Code** object.
2. **Open** the [Bar Code Dashboard](#) and edit its number of rows and columns.

**Important:** Resizing a **Bar Code** requires special consideration to maintain the correct aspect ratio and data density for the **Bar Code** type being printed.

## Resizing an Image

### To resize an Image

1. Select the Image. Sizing handles appear on each end of the object.
2. **Drag** one of the sizing handles to make the Image the size you want.

or

1. **Open** Position Dashboard.
2. **Edit** image size.

To maintain the object's proportions, hold down SHIFT while you drag the the Sizing Handles on workspace.

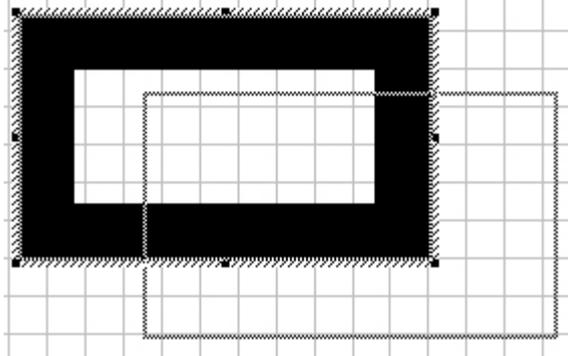
## 3.3 Moving and Aligning Objects

Naturally, you'll want to move objects on your cards as you create them. And sometimes you'll need to line up objects in a particular way - along the bottom of the card, perhaps, or with each other.

## Moving Objects

### To move an object

1. Select the object. When you move an object, a dotted outline appears as you **drag**.
2. **Drag** the object to its new location.



**Tip:** You can place an object more precisely if it's not trying to snap to the grid. Disable the **Snap to Grid** checkbox in the Grid Settings dialog box from the Options menu.

## Aligning Objects

Use the Alignment Button to align multiple selections of objects on the card. The selected objects will align with the dominant object. Dominant Object is the last to be selected. The available alignments are:

- Left Alignment** - Aligns the selection to the left.
  - Center Horizontally Alignment** - Centers the selection horizontally.
  - Right Alignment** - Aligns the selection to the right.
  - Top Alignment Button** - Aligns the selection to the Top.
  - Center Vertically Alignment** - Centers the selection vertically.
  - Bottom Alignment** - Aligns the selection to the bottom.
  - Top Left Alignment** - Aligns the selection to the top left.
  - Top Center Alignment** - Aligns the selection to the top center.
  - Top Right Alignment** - Aligns the selection to the top right.
  - Left Center Alignment** - Aligns the selection to the left center.
  - Center Alignment** - Centers the selection.
  - Right Center Alignment** - Aligns the selection to the right center.
  - Bottom Left Alignment** - Aligns the selection to the bottom left.
  - Bottom Center Alignment** - Aligns the selection to the bottom center.
  - Bottom Right Alignment** - Aligns the selection to the bottom right.
- You can also use the **Snap to Grid** feature.

### To align objects using the Snap to Grid

1. From the View menu, select **Grid (CTRL+G)**. The grid will appear on the card.
2. From the Options menu, select **Grid Settings**. The Grid Settings dialog box will appear.
3. Select the **Snap to Grid** checkbox. Type or select the Spacing Width and Height to provide adequate grid spacing.
4. Select and move the objects to be aligned. The upper left corner of the object will snap to the grid, providing a reference location for alignment.

You can also use the [Position Dashboard](#) with Align Buttons.

## Distribute Objects

Use the **Distribution** Button to **Distribute** objects on card.

## Rotating Objects

You can rotate bar codes, PDF symbols, images and single lines of text in 90 degrees increments.

### To rotate an object

1. Select the object you want to rotate and open the [Position Dashboard](#).
2. Use the Rotation buttons (0°; 90°; 180°; 270°).

**Tip:** To rotate the entire card 180 degrees when the card is printed, select Rotate 180 degrees in the Card Print dialog box.

## Stacking Objects

When you're working with objects, you'll find that you sometimes stack them to get the effect you want. When you stack objects on top of each other, they overlap. Sometimes you'll want to change their order - put the top object on the bottom, for example.

The *Card Software* has two commands you can use to move objects up or down in a stack. Having these commands means you don't have to keep track of the order of the objects as you draw them. That is, you don't have to draw the bottom object first, then the object that would be next on the stack and so on.

You can draw objects in any order and then move them up and down the stack as needed.

### To stack an object

1. Select the object you want to move up or down in the stack.
2. Select the **Send to Front** (Ctrl + F) command or the **Send to Back** (Ctrl + B) command from **Edit** Menu.
3. The selected object will be placed at the front or the back of the stack.

**Tip:** If you are working with stack of three objects and want to place the front object in the middle, select the middle object and move it to the front.

## Duplicating Objects

Duplicating an object creates a copy of the object that's slightly offset from the original. The **Duplicate** command doesn't place a copy of the object on the Clipboard.

### To duplicate an object

1. Select the object.
2. From the Edit menu, choose **Duplicate** or **press CTRL+D**.
3. The duplicated item appears on top of the object you selected. **Drag** it to place it where you want it.

**Tip:** You can use the **Duplicate** command to make an array of objects.

## 3.4 Editing Object Properties

Each object has certain properties associated with it. You can change the properties of an object editing its **Object Properties** dialog box.

## Line Properties

Line properties can be edited on [Line Dashboard](#):

**Color:** choose Line color.

**Black Panel:** enable / disable Black Panel.

**Thickness:** enter the desired line thickness.

**Style:** choose Line style from drop-down menu.

**Note:** You can set a default line width. From the Options menu, choose **Default Line Width**. Enter the desired default line width. **Click OK**. All new line objects, including rectangles, will be drawn with the new width.

## Rectangle Properties

Rectangle properties can be edited on [Source Dashboard](#); [Position Dashboard](#); [Line Dashboard](#); [Fill Dashboard](#) and [Effect Dashboard](#):

### Source Dashboard

**Properties:** lets you edit *Imager* (*Cardfive* image browser and editor) properties.

**Get:** lets you get and edit images with *Imager*.

**Show image tools:** show *Imager* on image acquire.

**Acquire on print:** acquire image source on print.

**Display only:** show selected object on screen and will not be printed if this option is activated. It works with all kind of objects.

**Protected:** will protect object from being selected and edited preventing future modifications. It works with all kind of objects.

**Variable name:** is the name of the object selected on card.

### Position Dashboard

**Position:** edit object position.

**Size:** edit object size.

**Align:** edit object alignment.

**Rotation:** rotate object.

### Line Dashboard

**Color:** choose Line color.

**Black Panel:** enable / disable Black Panel.

**Thickness:** enter the desired line width.

**Style:** choose Line style from drop-down menu.

### Fill Dashboard

**Color 1:** choose Rectangle Color 1.

**Color 2:** choose Rectangle Color 2.

**Black Panel:** enable / disable Black Panel.

**Gradient Fill:** enable / disable Gradient Fill (choose between vertical or horizontal).

### Effects Dashboard

**Transparency:** use slider to add transparency to your object.

**Rounded Corners:** use slider to add Rounded Corners to your object.

**Reflection:** add reflection to your object.

**Note:** You can set a default line width. From the Options menu, choose **Default Line Width**. Enter the desired default line width. **Click OK**. All new line objects, including rectangles, will be drawn with the new width.

## Text Properties

**Text Properties** affect the position of the text on the card, and its appearance. How your text looks depends on the attributes you assign to it (think of an attribute as a characteristic of the text - its font, size, color, whether it is italic or boldface, and so on).

### Style Examples of text attributes

**Regular:** Card Software works wonders.

**Bold:** **Card Software works wonders.**

**Italic:** *Card Software works wonders.*

**Bold Italic:** ***Card Software works wonders.***

You use the Font and the Font Color dialog boxes to change text attributes.

**Note:** the attributes you select apply to all the text comprising the selected text object. You cannot, for example, make one word bold and leave the rest of the text regular. If you want text with different attributes, use the Text tool to create another text object. Then, apply the desired attributes to the new text object.

You can edit Text properties on [Text Dashboard](#).

## Selecting and Editing Text

**To Select and Edit Text** on *Card Software* double-click on text box and edit the text.

Use [Text Dashboard](#) to define text properties such as Font, Size, Bold, Italic, Underline, Color (using Black Panel will disable Color selector).

Multiline text allows text in more than one line.

Word Wrap is an option when *Multiline* is selected and shows all text in the text box.

Shrink to Fit will fit text in text box when *Word Wrap* is disable.

Lowercase changes text to "aaa".

Uppercase changes text to "AAA".

Capitalized changes text to "Aaa".

## Deleting Text

### Delete a character

1. Position the pointer after the character you want to delete, **click** and then **press BACKSPACE**.

### To delete a block of text

1. **Drag** across the text to highlight it, and then press **BACKSPACE** or **DELETE**.

## Cutting, Copying and Pasting Text

### Cut or copy and paste a block of text

1. **Drag** the text to select it; then, press **CTRL+X** (cut) or **CTRL+C** (copy).
2. Position the pointer where you want to paste the text and **click**.
3. With text on the Windows clipboard (cut or copied), press **CTRL+V** (paste).

# Chapter

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# IV

## 4 Working with Variables

This section explains how to use variable data with the *Card Software*.

### 4.1 Variable Data

Contrary to fixed data, which is edited when the card is designed, variable data changes. It is edited or becomes available at the time the card is printed. When you design the card, instead of typing the actual data, you create a placeholder called a variable. At print time, the variable data replaces your named variable at its location on the card.

Some of the sources for variable data are: the computer keyboard, internal information that the computer system keeps track of the date and time, ODBC sources and concatenation of sources.

Before variable data can be used with the tools that support it (text, bar code, PDF, image or magnetic encoding), you must create and name a variable field for each piece of information you wish to add to the card at print time. This named field then becomes the “target” for the data when you print the card.

This eliminates the need to manually edit the card to enter each piece of data before printing. You can use the same card format, knowing that your card design will remain constant, with only the variable data changing from card to card.

#### Available Variable Sources

**Global Counter:** An integer counter that starts at a number that you choose, and, each time you print a card, is increased by the value of a second number that you choose.

**Printer Counter:** An integer counter that starts at 1 and is increased by 1 each time you print a card.

**Keyboard Input:** Data that you type from the computer system’s keyboard.

**Date/Time:** The Date/Time kept by your computer system.

**Concatenation:** Data that result from the concatenation of two or more sources. In the Prefix, Separator and Suffix boxes you can edit constant data. To achieve multi-line concatenation press **Ctrl + Enter** in the Separator box.

#### Image Sources:

**File Choose Image:** At print time, the Card Software will prompt you to select the name of an image file.

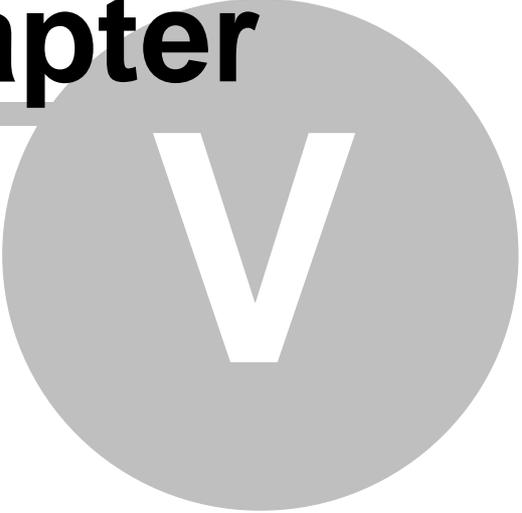
**Scan Image:** An image acquired from any twain compliant source at print time. See Chapter 11 - “Image acquisition”.

**Video:** An image acquired using the Video for windows (VFW) interface (see chapter 11 - “Image Acquisition”).

**ODBC Data** from internal or external database that you can access using ODBC (see Chapter 11 - “Image Acquisition”).

# Chapter

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V

## 5 Magnetic Encoding

If your printer is equipped with a magnetic stripe encoder, you can encode data onto cards that have an embedded magnetic stripe.

### 5.1 About Magnetic Stripe

There are two kinds of magnetic stripe cards: low coercivity and high coercivity. (Coercivity is the measurement of a magnetic material's resistance to being magnetized. Low coercivity material magnetizes easier than high coercivity material.) A magnetic stripe encoder is designed to be used with one type of cards only, either high or low coercivity.

**Caution:** High and low coercivity cards are not interchangeable. Refer to the printer manual to ensure that you have the correct type of card for your model printer.

There are three magnetic tracks on a magnetic stripe card. To comply with international standards, each track is limited to a certain number and type of character.

In addition to the user data, three format characters are added automatically by the printer. The data on each track is preceded by a Start Sentinel, then followed by a Stop Sentinel and Longitudinal Redundancy Check (LRC) character.

**Important:** Although the printer automatically inserts these three format characters at print time, you must include them in your character count to stay within the allowable character limit for each track.

The following table lists the number and type of characters allowed on each of the three...

Track	Character Limit	Allowed Characters
1	79 alphanumeric	ASSCII codes 32-95 Field Separator is ^
2	40 numeric ASCII	ASSCII codes 48-63 Field Separator is =
3	107 numeric ASCII	ASSCII codes 48-63 Field Separator is ^

### 5.2 Encoding a Magnetic Stripe

There are three ways to use the *Card Software* to encode a magnetic stripe:

1. To encode a small number of cards, choose **Card Print** from the File Menu, the Card Print dialog box appears.

Select the specific printer name for your printer and **click Properties**. The selected printer properties dialog box appears. **Click** the tab **Encoding**.

- For each card, you must manually type in the information you want to be encoded on each track. It is not very efficient, but is okay for a few cards.
- Also, you can use this method to erase the magnetic information from a card or to re-encode a card with the same or different data.

2. To encode more than a few cards, use the **Magnetic Encoder Tool** on the lower tool-bar. This more efficient method uses variable data fields in the same way you used them to print variable bar codes, and is preferred when printing imported data.

3. To encode using a Windows Printer Driver you will need to configure the magnetic encoding.

**Important:** When using either encoding method, ensure that the magnetic stripe cards are properly oriented in the card feeder. Typically, the magnetic stripe is oriented on the bottom of the card and toward the back of the printer. Refer to the printer user manual for more information.

## Encoding with Specific Printer Properties

### To use the Printer Properties method

1. From the File menu, choose **Card Print**. The Card Print dialog box appears. Select the specific printer name for your printer and **click Properties**. The selected printer properties dialog box appears.

2. **Click** the **Encoding** tab. In the Direct Encoding section select the check box for each track you want to encode.

**Tip:** To erase magnetic data from a card, select all three track check boxes, but leave the data boxes blank.

3. In the box to the right of the track number, type the data you wish to encode.

**Important:** You must keep the number of characters (including the three format characters) within the limits listed previously for each track. The Card Software will not prevent you from entering too many characters.

4. **Click Encode**. The printer will feed a card through the encoding station in the printer and encode the data on the card.

5. If you do not wish to print anything on the card, **click Eject Card** and the card will pass through the printer to the card out-put tray.

6. If you wish to print on the card, **click Ok**, then proceed as you would for printing a non-magnetic card. Don't forget to enable Encode in the Card Print dialog box.

## Magnetic Encoder Tool

### To use the Magnetic Encoder tool

1. On the Drawing toolbar, **click** the **Magnetic Encoder** tool. The Magnetic Code Object Properties dialog box appears.

2. Select the **Encode** check box for each track (1, 2 or 3) you wish to encode.

3. If the data for a track will not be changing from card to card, type the data in the Default Code box for that track.

4. If the data for a track will be changing from card to card, in the Variable Source box select the variable that is going to provide the data for that track.

5. Repeat steps 3 and 4 for each track you wish to encode.

6. Check the option **ISO Encoding** to use the ISO norm to encode or check the **Customer encoding** to use a different norm.

7. When finished, **click OK**.

8. On the Standard toolbar, **click** the **Printer** tool. The Card Print Dialog box appears.

9. Select the **Encode** check box to enable magnetic stripe encoding.

10. If printing more than one card, **click Multiple**, and then type or select the number of cards to print. Type or select the number of **Copies** of each card to print.

11. **Click OK**, to print the card(s).

12. Every card will be magnetically encoded with the specified data. If the Print check box from the Operations section is enabled, printing starts after the encoding process.

## Encoding with a Windows Printer Driver

### To use the Windows Printer Driver

1. With the current Windows printer driver selected, from the File menu, choose Card Setup. The selected printer dialog box appears. **Click** the **Magnetic Encoding** tab.

2. Check the **Send Magnetic Encoder Data** option and configure the macro. Remember that the Start of Data macro must be identical to the driver macro.

**Important:** The default Card Software macro is a Fargo compatible. If you are using a Eltron

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Printer, for example, you will have to delete the last character of the **Start of Data** and keep the **End of Data** blank. For more information about other printers macros please consult the printer manual and/or the printers manufacture.

**Note:** If your printer track list is 0, 1, 2 please replace the X (capital case) for a x (lower case) on the macro.

**3.** From the File menu, choose **Card Print**. The Card Print dialog box appears. Check the **Encode** option, confirm all the others print operations and **click Ok**.

# Chapter

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VI

## 6 Contact Smart Card Encoding

### 6.1 Chip Card Process

The *Card Software* allows to plug-in an executable file during the printing process. The *Card Software* will call an external chip card processing software.

To run this software you have to provide the necessary parameters in the Chip Card Properties dialog box.

At print time the *Card Software* will position the card on the chip interface of your printer and call the external software.

The *Card Software* continues the print process either on user command or after receiving a return file OK-message (see "setting the chip card properties").

### Chip Card Properties

#### Setting the chip card properties

1. At the Drawing Toolbar **click** the **Chip Card** button. The Chip Card Properties dialog box appears.

2. Type the path of the executable file of your chip card processing software in the Command Line box. You can also **click** the **Browse** button next to the Command Line box. The Choose Application dialog box appears. Select the directory of your executable file and **click OK**.

3. Set (optional) the arguments supported by your chip card processing software in the arguments box.

4. Check the option **Don't show error messages** if you want to skip the chip error process

5. From the Source drop-down box select the data source (variables) you want to provide (See Chapter 5 "Working with Variables"). The data source you defined will be displayed in the Source Data box.

6. From the Continue Print Process section select how you want the print process to continue.

- **On User Choice** you have to **click** the **Continue** button in the Chip Card Process dialog box, after the chip card encoding process terminated.

**Note:** If you click the Abort button the complete printing process will be canceled.

- **On Return File "OK"** the Card Software continues the printing process automatically, after receiving an OKmessage from a file created and returned by the chip card processing software. Type the path of your return file in the Return File box. You can also **click** the **Browse** button next to the Return File box. The Choose Return File dialog box appears. Select the directory of your return file and **click OK**.

7. Check the **Insert Quote Character** option if you want to use a delimiter to specify the data to be encoded.

**Important:** Assuming that my encoding program is named SMARTPRG.EXE and the data to encode that comes from a Keyboard Input Source is Hello World, and the option Insert Quote Character isn't checked. The application will be called like: SMARTPRG.EXE Hello World. The application will only encode the word Hello, because for the application; **SMARTPRG.EXE** - is the application name

**Hello** - is the first argument

**World** - is the second argument

But if you define a quote character, for example ". The application will be called like:

SMARTPRG.EXE "Hello World"

All data will be encoded, because for the application; **SMARTPRG.EXE** - is the application name

**Hello World** - is the first argument **Click** the **OK** button to confirm all settings.

8. **Click** the **OK** button to confirm all settings.

## Chip Card Encoding

### The chip card encoding process

1. From the File menu choose **Card Print**. The Card Print Dialog Box appears (see Chapter 19. “Printing”). Select in the operation section the **Chip Card Processing** check box. **Click OK** to start the chip card encoding process.

**Note:** You can also select **Print** and **Encode** in the operation section. The operation sequence is set as: first chip card encoding, second magnetic encoding and third print.

2. Depending on your setting of the runtime options, either the Chip Card Process dialog box appears or the *Card Software* waits for a return file (see “setting the chip card properties”).

# Chapter

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VII

## 7 Overlay

An **overlay** (or varnish layer) is a thin transparent coating applied to a card to protect the underlying printed information from wear. You can include a bitmap pattern in the overlay as a security measure, creating a hologram effect.

### 7.1 Defining an Overlay

#### To define an overlay

1. From the Draw menu or Drawing Toolbar, choose **Overlay Varnish**

2. The Overlay Properties dialog box appears. As you define the overlay, the Overlay Preview section will show the area of the card where the overlay will be applied.

3. In the Choose Overlay list box, select the desired overlay type:

**Full Overlay (the default):** The overlay varnish is applied over the entire surface of the card.

**No Overlay:** No overlay varnish is applied to the card.

**User Selected Area, With Overlay:** The overlay varnish is applied only to the area you define.

**User Selected Area, Without Overlay:** The overlay varnish is applied to the entire surface of the card except to the area you define.

**Bitmap Based Overlay:** In the Choose bitmap for Overlay list box you select or browse a bitmap file on disk to use as the overlay.

**Tip:** the bitmap should be monochrome (e.g.: black & white, where white defines areas with overlay varnish). The size of the bitmap should be the same as the card size (85,34mm \* 52,83mm), to achieve varnish coverage over the whole card. Anyway the Card Software automatically transforms 2 colored bitmap to black & white and adjust it to the right size. This may cause some distortion.

**Predefined Selected Area Without Overlay:** This overlay varnish is automatically selected if you choose one of the following predefined area selections:

- Smart Card ISO
- Smart Card AFNOR
- Magnetic Stripe

**AutoLocation Overlay:** The overlay varnish is applied only over the objects desing on the card.

4. Define the position and size of the overlay or the excluded area. Type the x and y coordinate values in the X Placement and Y Placement boxes. These numbers indicate the coordinates of the upper left corner of the overlay area. The origin (0, 0 point) is the upper left corner of the card. The x and y coordinates are measured from the origin. The Width and Height numbers indicate the size of the overlay or the excluded area.

5. If you wish to see the overlay area depicted on the card, select the Preview on Screen check box, bitmap based overlay has no preview.

6. **Click OK.** You have defined the overlay.

**Important:** Because the overlay is used to protect the printed information, overlay should not be applied to card areas containing the magnetic stripe, smart chips, or barcodes. Parts of Card Objects which reach into User Selected Area Without Overlay or Predefined Selected Area Without Overlay are not printed. Areas without overlay appear white.

**Printing Overlay with Memory Extension:** The printable area without Memory Extension (ME) does not cover all the card surface, only with ME the printable area is extended to the edge of the card, and the whole card can be printed with overlay.

**Important:** You may not delete the overlay. If you want to print without overlay, choose the Overlay Clipping Option from the Options Menu and enable the option No Overlay. It is not allowed to send the object overlay to the other layer. To print both sides of the card with overlay, you need to choose the option Overlay Clipping from the Options Menu for both sides. With the feature Front and Back the overlay can be managed in both sides of the card independently.

## Bitmap Based Overlay

### To prepare a bitmap and define overlay properties

1. Use a Windows™ application, like Paint to draw the bitmap. Set width = 85.3mm and height = 52.8mm. Type the number in the area where you want it later to appear on your card. Use black letters. Save the image as bitmap (phone.bmp)



2. From the Draw menu, choose **Overlay** Varnish. The **Overlay** Properties dialog box appears. In the **Overlay** Properties dialog box choose Bitmap Based **Overlay**. Browse to the overlay bitmap, you have created before. The overlay is printed in all white areas, sparing out the black number. Holding the printed card against the light, the number appears as a kind of hologram. **Click Ok**. You have created and selected a bitmap file to be used as overlay.

**Note:** you may only use one kind of overlay types for the same card side.

# Chapter

VIII

## 8 Card Software and Database

This section explains how to work with the *Card Software* and databases. Learn how to create your own database from within the *Card Software* and how to connect to an external database using ODBC drivers.

### 8.1 Introduction to ODBC

#### ODBC Basics

The *Card Software* accesses databases through **ODBC** drivers, using SQL language. The Open Database Connectivity (**ODBC**) interface allows accessing data in Database Management Systems (DBMS) using Structured Query Language (SQL) as a standard for accessing data.

**ODBC** allows different database technologies to be used by defining a standard interface.

#### File Formats

To access any database format from the *Card Software* you will need the ODBC driver for that standard. The default drivers, which come with the *Card Software* CD-ROM supply the most common formats:

- Microsoft Access Driver (\*.MDB)
- Microsoft dBase Driver (\*.DBF)
- Microsoft Excel Driver(\*.XLS)
- Microsoft FoxPro Driver(\*.DBF)
- Microsoft Paradox Driver(\*.DB)
- Microsoft Text Files Driver(\*.TXT ; \*.CSV)
- Microsoft Visual FoxPro Driver
- SQL Server

**Note:** You can add anytime your specific drivers to meet your needs. Just as an example, you can add drivers to access AS400 files directly from the *Card Software*.

#### Purpose of ODBC

**ODBC** was created as a way of setting a standard to access data on files. Using concepts like layers and layer abstraction, it allows the user to access data on his hard disk, in a local network or even in a Wide Area Network, using desktop or server/client specifications, in any database format that have available **ODBC** driver.

#### Desktop versus Server/Client

Desktop file access means, that the file is accessed opening it as a disk file, in the local hard disk or even in a local network. Server/Client supposes that somewhere a DBMS server is running. The local machine sends requests to the server resulting in data available to the client. The *Card Software* does the access to both types in an easy and similar way. One difference will be that in a DBMS Server the user will need to "login" the database.

## SQL

**SQL** (Structured Query Language) is the standard that the Card Software uses to “talk” to ODBC, issuing commands to read and write data on the files.

### Card Software Sources

*Card Software* classifies data in two classes:

**Internal Data Sources**, which it assures to exist and automatically configures.

**External Data Sources**, which must be configured by the user running the ODBC administrator to gain access to his files.

Basically both data types use the same methods. Internal Data

Sources make life easier for a user, who does not have a database system already installed.

## 8.2 Database Structure

Database, Table, Record, Field, Data: Those five terms build the structure of a database. It is easy to understand which meaning each term has, if you imagine an office closet.

**Database:** the office closet itself

**Table:** a card-index box inside the closet

**Record:** a file-card inside the card-index box

**Field (Column):** a predefined part of the file-card, for example name field or address field, etc.

**Data:** the particulars typed in the name field.

## 8.3 Data Type

### About Data Types

Database columns are defined to contain a certain type of data, the most commonly used data type is maybe CHAR (stands for character). You need to define different data types for each column, if you want to store data like images directly in a column.

Each database format supports different data types, which are translated by the ODBC driver into a SQL data type. This allows an application to interact with a database bidirectionally.

This interaction is not 100%, though, as each different driver imposes certain limitations.

### Card Software Internal Database Data Type

The *Card Software* supports five Data types: Text, Number, Integer Number, Photo and Memo.

**Text:** The data type text builds a single lined field, which may contain up to 254 characters.

**Number:** The data type number builds a single lined field, which may contain any value between  $1.7e-308$  to  $1.7e+308$

**Integer Number:** The data type integer number builds a single lined field, which may contain any value between - 2,147,483,648 and 2,147,483,647

**Memo:** The data type Memo builds a multi-line field for text editing.

**Photo:** The data type Photo builds a field, which allows the storage of an image.

## 8.4 Data Source

### Introduction

Before you can access data with an ODBC driver, you must add a data source for it. You can change or delete a data source at any time. A data source contains the information which ODBC driver is to be used, including driver specific setup and the indication where to find the database itself.

See section External Database later in this chapter to learn, how to work with data sources.

## 8.5 Card Software Internal Database

### Create a New Internal Database

#### Creating an internal Card Software Database

1. From the Database menu choose **Connect**. The ODBC Source Selection dialog box appears. Select **Create Database**.
2. The Create Database dialog box appears. Type the database name, for example **COMPANY** and **click Create**.
3. Select the Database you just created and **click Next**. The list of the available tables appears and prompts you to select the table you want to work with. As there is no table available yet, you have to create it, by **clicking New Table**.
4. The Database Table Structure dialog box appears. Proceed as explained later in this chapter "Create a New Table".

#### Creating a Card Software Database

1. Some editions of the *Card Software* are specially designed to access an external, already existing database. If you need to create a database from within the *Card Software* you must use the MsAccess ODBC driver setup (see later in this chapter at section "Setup MsAccess Data Source").

### Open an Internal Database

#### Opening an Internal Card Software Database

1. From the Database menu choose **Connect**. The ODBC Source Selection dialog box appears. Select the database filename you want and **click Next**.
2. Select the operation you want to perform, and proceed as explained later in the chapter section "Working with Tables".

### Disconnect from a Database

1. From the Database menu choose **Disconnect**.

**Note:** As soon as you link a database field to the card layout, this option is disabled.

## 8.6 Card Software Internal Text Data Source

*Card Software* allows you to connect directly to a text file (\*.asc, \*.csv, \*.tab or \*.txt), which are ASCII text files with data sets in individual lines and fields separated by comma, tab or custom delimiter. This type of file are read only, you cannot use *Card Software* to edit data.

## Connecting to a Internal Text data source

1. From the Database menu choose Connect. The ODBC Source Selection dialog box appears. Select "Card Software Text Data Source", and click Next to continue.
2. A list of available text files appears. Select the file you want to work with and click Next.

**Note:** If you don't see the file you want, use the Browse button to select the directory where you stored the file(s).

3. The Define Text File Format dialog box appears. Make sure all the settings are correct and click Finish to open the table.

**Selected File** - Specifies the selected text file.

**Has Column Header** - Specifies whether the columns of the selected table first row will be used as column names.

**Format** - Lists all the available formats:

Comma Separated Values,

Tab Separated Values,

Pipe Separated Values or

Custom Defined

If Custom Defined, indicates the type of delimiter used.

**Delimiter** - The custom delimiter character to be used to separate columns. Must be only one character in length, and double quotation marks (") cannot be used. Enable when Custom Defined is selected from the Format list box.

**Columns** - Lists the column names for each column in the table selected in the Selected File and reflects the order of the columns in the table.

**Name** - Displays the name of the selected column. Can be used to specify a new column name for an existing column.

**Data Type** - Displays the data type.

**Width** - The width of the column.

## 8.7 Working With Tables

### Create a new Table

1. After connecting successfully to an Internal *Card Software* database the select table dialog box appears.
2. **Click New.** The Database Table Structure dialog box appears.
3. Type the table name (e.g.: Clients\_Hardware); You may not use the space character do separate words, as it provokes a syntax error in the create table statement..
4. Define the columns. For each column you want to create provide column name (e.g.: Name, Idnumber and Photo) or use the default name (Field1, Field2, Field3).
5. Select column data type (see section *Card Software* internal database data type earlier in this chapter) and length (if necessary).
6. Provide the type of Index you want to apply to the column. An index is used to control data storage and queries in a column. Choose between None (in this case, no indexing occurs), Unique (indexed, each record must contain unique data, used to set a primary key) or Duplicate (indexed, but allows equal data, speeds up queries).

**Note:** The field RECORD\_NR is automatically created and indexed as unique to provide at least one column, where data differs in all records (primary key). This is to avoid affection on multiple records at delete or edit operations. You may delete this column, but you should provide at least one column indexed as unique.

7. Remove a column: choose this options if you want to remove a column from your table.
8. Create your table by **clicking Finish.** The Select Table dialog box appears. Your table named Clients is highlighted. Choose it by **clicking Finish.**

9. The database view appears in a split-window next to the card view. Use the database toolbar to navigate, add new, modify or delete records (see as explained later in this chapter section “The Card Software Database Functions”).

## 8.8 Edit an existing Table

### Edit a table

1. After connecting successfully to an internal *Card Software* database the select table dialog box appears. Select the table you want to change.
2. **Click Modify**. The Database Table Structure dialog box appears.
3. Add and Remove Columns as explained in the section Create a New Table earlier in this chapter.

### Remove a Table

1. After connecting successfully to an internal Card Software database the select table dialog box appears. Select the table you want to remove.
2. Select the table you want to remove and **click Remove**. The Card Software prompts you with a warning message. If you really want to remove permanently the table you selected confirm by **clicking Yes**.

## 8.9 Connect to an External Database

### ODBC Source Selection

Before you can connect to a database you must define a data source first (as explained earlier in this chapter in section “Data Source”). When you connect to a database for the first time, you will find default data sources listed in the Data Source Selection dialog box. These sources are set for each of the installed drivers, defining the default driver settings and the default database directory, which is c:\windows\system\\*. To connect to your database you have to setup a new data source for it first (or edit an existing source). The next sections explain, driver specific, the ODBC data source setup.

**Note:** See our web site for more information about how to setup the different ODBC data sources.

## 8.10 Working with N5 Database Interface

After connecting successfully to a database, the selected table is displayed in a split window next to the card design area. To access the record information of a column you have to create Card Software objects and connect them with the database fields.

### How to link database fields with the card layout:

#### Linking a Text Object

**Note:** you can easily create a Text Object linked to the database by drag and drop the field name from the database area into the card work area.

1. Open a text object and select ODBC Source as Variable Source.
2. The Source ODBC Source Selection dialog box appears. Select the column which contains the records you want to appear in your text object and **click Finish**.
3. Edit the font properties you want and confirm **clicking OK**.
4. In the card work area resize, if necessary, the selection rectangle of the text box in a way that makes the largest record of your column fit inside.

5. Save your card layout. Your card and the database are connected. Whenever you'll open your card, the database automatically will be found and opened as well.

#### Linking an Image Object

There are two forms image information is stored in a database. Either the image is part of the database itself, stored in an image field (ODBC, point to image field), or the complete path directory of an image field is stored in a text field, like c:\images\001.bmp (ODBC, point to image file). The Card Software supports multiple image field and/or image file linking.

**Note:** you can easily create a Text Object linked to the database by drag and drop the field name from the database area into the card work area.

1. Open an image object and choose either ODBC, point to image field or ODBC, point to image file.
2. Select the column which contains the information of your image and **click Finish**.
3. Confirm the Source Image Properties, **clicking OK**. In the image Object dialog box, choose the options (rotation, keep aspect, protected) you want to apply and **click OK**.
4. In the card work area resize, if necessary, you can resize the image with the mouse.
5. Save your card layout. Your card and the database are connected. Whenever you'll open your card, the database automatically will be found and opened as well.

#### Linking a Bar Code Object

1. Open a bar code object and select ODBC Source as Variable Source.
2. The Source ODBC Source Selection dialog box appears. Select the column which contains the records you want to appear in your bar code object and **click Finish**.
3. Set the Bar Code Object Properties you want to apply, and confirm **clicking OK**.
4. In the card work area, if necessary, you can resize the bar code with the mouse.
5. Save your card layout. Your card and the database are connected. Whenever you'll open your card, the database automatically will be found and opened as well.

#### Linking a PDF Symbol Object

1. Open a PDF symbol object and select ODBC Source as Variable Source.
2. The Source ODBC Source Selection dialog box appears. Select the column which contains the records you want to appear in your PDF symbol object and **click Finis**.
3. Set the PDF symbol Object Properties you want to apply, and confirm **clicking OK**.
4. Save your card layout. Your card and the database are connected. Whenever you'll open your card, the database automatically will be found and opened as well.

#### Linking a Magnetic Code Object

1. Open a Magnetic Code object and select for the track(s) (1 to 3) you want to encode ODBC Source as Variable Source.
2. The Source ODBC Source Selection dialog box appears. Select the column which contains the records you want to encode in each track and **click Finish**.
3. Save your card layout. Your card and the database are connected. Whenever you'll open your card, the database automatically will be found and opened as well.

## 8.11 The Card Software Database Functions

### Editing a Database

- To add a new record to your database select Add from the database menu. You also can click the Add Record button at your database toolbar.
- Edit the record and save it clicking the Save Record button at your database toolbar.
- To delete a record select Delete from the database menu.

You also can click the Delete Record button at your database toolbar.

## Moving between Records

- To move to the first record, select **Move First** from the database menu. You also can **click** the **Move First** button at your database toolbar.
- To move to the last record, select **Move Last** from the database menu. You also can **click** the **Move Last** button at your database toolbar.
- To move to the next record, select **Move Next** from the database menu. You also can **click** the **Move Next** button at your database toolbar.
- To move to the previous record, select **Move Previous** from the database menu. You also can **click** the **Move Previous** button at your database toolbar.

## Hide/Unhide Fields

Besides moving you can also Hide/Unhide fields.

### How to Hide Fields

1. **Click** the **Define View** button from the database toolbar.
2. **Right-click** on the field name you want to hide and choose Hide.

### How to Unhide Fields

1. **Click** the **Define View** button from the database toolbar.
2. **Right-click** anywhere on the database area and choose **Unhide**.
3. The Unhide dialog box appears, select the field you want to unhide one by one or **click Unhide All** to show all the database fields in the database area.

## Database Image Properties

To open the database image properties dialog box **right-click** the database image field. Image size, resolution and compression ratio are displayed.

## 8.12 The Card Software Database Reports

The *Card Software* Database Report is an useful tool, providing you to create, save and print a customizable listing of your whole database or selections thereof.

### Create Database Report

#### Creating a new database report

1. From the Database menu, select **Reports** or **click** the **Report** button in the Database Toolbar. The Database Report dialog box appears. Type the listing title. Select a field you want in your report from the Database Field box and **click** the **Move Right** button. You also can **doubleclick** the field to move it to the Fields to Print box. To deselect a field from the Fields to Print box, select it and **click** the **Move Left** button. You also can **double-click** the field to move it back to the Database Field box.

**Attention:** Make sure that the sum of field characters to print isn't larger than the paper width, otherwise the print result will be truncated. If you need you can reduce de display size for a field, for that just enter a lower value in the Size of the Database Report dialog box. You can also change the font size.

2. Save your database report, **clicking** the **Save** button. The Save As dialog box appears. Type a filename and **click OK**.
3. Use eventually the Card Software Filter Functions to make a selection of records.
4. To select the font style and size you want your report printed with **click** the **Font...** button. The Font dialog box appears. Make your choice and **click OK**.
5. Optionally you can change your Printer Setup. **Click** the **Print Setup...** button and make your choices (page layout, default printer, print to file, etc.) and **click OK**.
6. To print your report **click** the **Print** button in the Database Report dialog box.

**Attention:** If you click the Close button without saving your database report, the selection you made will be permanently lost.

## Open a Database Report

1. From the Database menu, select Reports. The Database Report dialog box appears. **Click** the **Open** button. The Open dialog box appears.
2. Make your selection and **click OK**. The Database Dialog box appears, containing the data of your saved report.

## 8.13 The Auto Print Function

The Auto Print concept is a powerful additional database/ print function which permits database edition and automatic print on one or in different workstations. Information about which cards (records) were already printed is automatically added to the database, the Card Software keeps track of the printing process and only newly edited cards (records) will be printed.

### Preparing the Card Software for Auto Print

#### **Prepare a Database for Auto Print**

Plan the layout of the database to be used for auto print, adding all fields you need to store the information you require.

Create one extra field (field type must be numeric or char), which will store the information if cards (records) were printed or not. This field may not be indexed 'unique'. Make sure you choose a database format which comes with an ODBC driver permitting bi-directional editing (like dBase, Access, etc.). If you need to use an already existing database, add one field which will contain the print information of the cards (records).

If you define an already existing field to contain these information, all data in this field will be erased. The database file must be shareable between different users (may not be exclusive, read only, etc.).

#### **Prepare Workstations**

On the first workstation prepare all settings to edit the database you have prepared in step 1. In the second workstation create the card layout and link it to the database (as explained earlier in this chapter). Make sure the Allow data edition check box in the database interface properties dialog box is enabled.

Make sure the right printer/ribbon settings are defined (see Appendix B ). Save the card document.

#### **Start Auto Print**

1. From the database menu select **Auto Print....** The Auto Print Configuration dialog box appears.
2. Define the Print Control Field. From the scroll down menu select the control field you defined before in step 1. If the print control field is text type, it's data will be replaced by a "\*" (or and if the field is big enough the data will be replaced by the print date and time) if the print process was performed correctly, otherwise by "E". If the print control field is numeric type, it's data will be replaced by "1" if the print process was performed correctly, otherwise by "9".

3. Define a **Guide field**. Choose a field which identifies best each card (record), like a field which includes a name, id-number or similar. Besides the print date and time its contents is displayed in the Auto Print dialog box, helping you to control the print process.
4. Set the **Poll Delay**. This value indicates the time (in seconds) the Card Software will wait before refreshing the database table.  
After refreshing the table all cards (records), which were not printed yet are sent to the printer.
5. Create Icon on Desktop and Start when opened. Pressing the Create Icon button will create an icon with a shortcut to the Auto Print card document at your desktop. If the start when opened check box is enabled, the Auto Print process starts performing immediately.
6. If you want to apply a filter to the database **click** the **Query Filter** button (see earlier in this chapter).
7. Mark all as printed/not printed: These buttons allow to change the information of the complete record set to printed/not printed status.
8. OK/Cancel. The **OK** button saves the Auto Print settings and closes the Auto Print Configuration dialog box. Press Cancel to leave the Auto Print dialog box without saving any changes/ settings.
9. **Start Auto Print**. The final step. **Click** this button to perform Auto Print on workstation 2. The Auto Print dialog box appears.
10. Stop/Close: Stops the Auto Print function and closes the Auto Print dialog box
11. Save History. **Click** this button if you want to save the information displayed in the Auto Print dialog box as \*.txt file.

# Chapter

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**IX**

## 9 Logins and Passwords

The *Card Software* provides customizable security and access level. Whenever you start the *Card Software* the Login Dialog box appears, if the Disable Logins check box is cleared.

The default login and password is admin. Login means an access level, password the access authorization.

### 9.1 Administrator Login

#### Edit Administrator Logins

1. From the File menu, select **Logins**. The Logins dialog box appears.
2. Clear the **Disable Logins** check box to activate this security feature.
3. Select **Administrator** and **click** the **Edit** button. The Edit User Properties dialog box appears.
4. Type a login of your choice. Proceed equal with your Card Software password and confirm it. The database login and password give access authorization to an external database of yours. Make sure all areas are selected.

### 9.2 Create User Login

#### Add User Login

1. From the File menu, select **Logins**. The Logins dialog box appears. **Click** the **New** button. The New User dialog box appears.
2. Edit user name, login and password, as well as Database login and password, if necessary.
3. Depending on what kind of job you want your employee may perform select one or multiple access areas.

### 9.3 Permissions

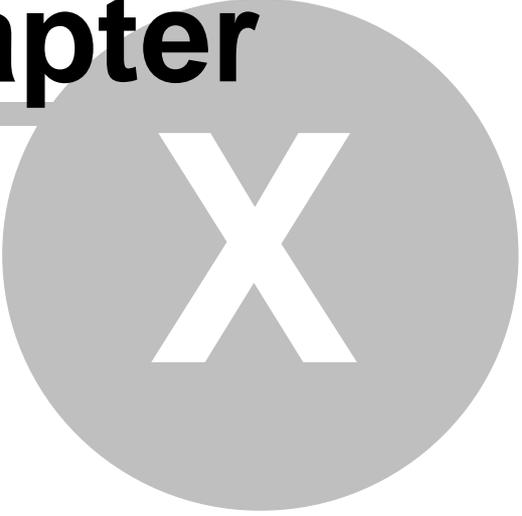
**No area selected:** The following operations are available for any access area:

- File Menu: open, close cards, exit program.
- View Menu: turn on/off database window, obtain printer info, zoom in/out, view front/back side.
- Window Menu: cascade, tile, arrange icons.
- Help menu: contents, using help, about the Card Software.

- **Login Control:** allows to edit logins and passwords.
- **Edit Cards:** allows all card editing functions, including magnetic encoding and chip card setting.
- **Print Cards:** allows print cards.
- **Edit Configurations:** allows to operate all print functions and configurations.
- **Edit database:** allows to edit all databases accessible (after Cardfive restart).

# **Chapter**

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**X**

## 10 Menu Commands

This section summarizes the commands available in the Card Software menus. Depending on the Card Software version/edition some menu items may be not available.

### 10.1 Main Window

#### File Menu Commands

	<b>New:</b> create a new card document.	<b>Ctrl + N</b>
	<b>Open...:</b> open an existing document.	<b>Ctrl + O</b>
	<b>Close:</b> close active document.	---
	<b>Save:</b> save active document.	<b>Ctrl + S</b>
---	<b>Save As...:</b> save active document with new name.	---
---	<b>Card Setup...:</b> card orientation setup.	---
	<b>Card Print...:</b> print current document.	<b>Ctrl + P</b>
---	<b>Logins...:</b> users logins management.	---
---	<b>Batch Print File Management...:</b> batch print file configuration.	---
---	<b>Exit:</b> quit application.	---

#### New Command

**New** command (from [File](#) menu) creates a new card document.  
You can also use **Ctrl + N** shortcut to create a new card document.

#### Open Command

**Open...** command (from [File](#) menu) opens an existing card document.  
You can also use **Ctrl + O** shortcut to open an existing card document.

#### Close Command

**Close** command (from [File](#) menu) close *Card Software* application.

#### Save Command

**Save** command (from [File](#) menu) saves the card document in actual location, previously named with **Save As...** command.  
You can also use **Ctrl + S** shortcut with the same purpose as **Save** command.

To choose a different name and / or a new location use **Save As...** command from [File](#) menu.

### Save As Command

**Save As...** command (from [File](#) menu) opens the Save dialog box where it is possible to choose a file name; type of document and location where card document will be stored.

To save a document previously named and with its location defined, only need to use the **Save** command from [File](#) menu or **Ctrl + S** shortcut.

### Card Setup Command

Select a card orientation. When you change the orientation of a card, *Card Software* transfers the Top and Bottom margin measurements to the Left and Right margin measurements and vice versa.



portrait



horizontal

**Card Size:** allows you to select the size of media (card) on which you are printing. Click on the Card Size down arrow. A list of card size selections will appear. Select the card size option that is appropriate for the media size you are using.

**Special Note:** This option is only available via driver.

Click **Print Self-test** to send a test card to your printer. You might want to do this to make sure your printer is set up correctly.

### Card Print Command

**To print a card select one of the following methods:**

- Select **Card Print...** command (from [File](#) menu);
- Click on **Print** button from **Design Toolbar**;
- Use **Ctrl + P** shortcut.

**Card Print dialog box:**

#### Destination

Identifies the active printer.

Click the **Properties** button to display the printer properties (dialog box).

**Send to Batch Print Manager:** check this option to print the job into a batch print file.

#### Operations

You can combine the different operations to better suite your needs.

**Print:** check this option to print a card.

**Magnetic Encode:** check this option to encode a card.

**Hologram:** check this option to print hologram ribbon.

**Contact Smart Card:** check this option to start the Smart Card process.

**Contactless Smart Card:** check this options to encode contactless smart cards.

**Biometrics:** check this option to activate the biometrics which allows you to acquire a fingerprint. Select the operation you want to perform from the dropdown list (only available when connected to a database).

#### Layout

**Print Front:** check this option to print the front card layout.

**Print Back:** check this option to print the back card layout.

**Flip on Long Edge:** check this option to reverse the back side of the card, when printing both sides.

**Rotate 180 Degrees:** check this option to rotate all the card items 180 degrees, this option is available for front and back card layout.

**Select ribbons:** select ribbons to be used.

**Print Range**

You can ask for a single or multiple printing.

For a multiple printing choose the **Multiple** option and write the number of cards you want to print.

**Copies**

**Number of copies:** type or select the number of copies you want to print.

**Database**

**Number of records:** type or select the number of records to print.

**Print All:** check this option to print all records.

**Print Selected:** check this option to print the selected records.

If the option **Keep Database Position** isn't checked the record displayed after a database print process is the record next to the last printed.

**Logins Command**

Select **Logins...** command that opens a Dialog Box where you can create; delete or modify users logins.

- Click **Edit** button to edit users login information (user identification; login name; password and permissions).
- Click **New** button to create a new user login.
- Click **Remove** button to delete a user login.

**Options**

**Enable Login Control:** check this option to enable logins when you start *Cardfive*.

**Batch Print File Management command**

**Batch Print File Management...** opens the **Select Batch Print File** Dialog Box, which allows you open an existing batch file.

Instead of printing a document, you can create a batch file, which contains the document you want to print. You can then print the card document at a later time.

**Exit command**

**Exit** command (from [File](#) menu) closes *Card Software* application. *Card Software* will prompt you to [Save](#) a document if you choose this command without save your work.

**To close *Card Software* application you can also choose one of the following methods:**

- Open application Control-menu by clicking **Alt + Space Bar** and choose close;
- Double click the Control-menu box.

If you have a database open the *Card Software* will close it before exiting.

**Edit Menu Commands**

**Undo:** cancel last operation.

**Ctrl + Z**



**Redo:** restore undone operation.

**Ctrl + Y**

	<b>Empty Command History:</b> clear operations history.	---
	<b>Cut:</b> cut selected object but save it on clipboard.	<b>Ctrl + X</b>
	<b>Copy:</b> copy selected object and save it on clipboard.	<b>Ctrl + C</b>
	<b>Paste:</b> inserts object from clipboard.	<b>Ctrl + V</b>
	<b>Duplicate:</b> duplicate selected object.	<b>Ctrl + D</b>
---	<b>Export to Image...:</b> export card to image.	---
---	<b>Select All:</b> select all objects on card.	<b>Ctrl + A</b>
---	<b>Adjust Bounding:</b> adjust text boxes size.	<b>F2</b>
---	<b>Fit to Card:</b> fit shapes to card size.	<b>Ctrl + Shift + F</b>
	<b>Send to Front:</b> send object to front.	<b>Ctrl + F</b>
	<b>Send to Back:</b> send object to back.	<b>Ctrl + B</b>
---	<b>Align:</b> align selected objects.	---
---	<b>Distribution:</b> distribute objects on card.	---
---	<b>Object Properties:</b> edit object properties.	<b>Alt + P</b>
---	<b>Use Private Clipboard:</b> uses Private Clipboard for cut, copy and paste operations.	---
---	<b>Use Window's Clipboard:</b> uses Window's Clipboard for cut, copy and paste operations.	---
---	<b>Manufacturer Keys...:</b> add and remove keys.	---
---	<b>Predefined Names List Editor:</b> add and delete variable names.	---

## Undo Command

Use **Undo** command (from [Edit](#) menu) to cancel and to step back till 6 operations. When you do your first **Undo** operation it will enable automatically **Redo** option from same menu. You can also use the **Ctrl + Z** shortcut for faster **Undo** operation.

## Redo Command

Use **Redo** command (from [Edit](#) menu) to replace objects or remake operations undone with [Undo](#) command. It is possible to recover till 6 operations. You can also use the **Ctrl + Y** shortcut for faster **Redo** operation.

## Empty Command History

Use **Empty Command History** (from [Edit](#) menu) to clear operations history.

## Cut Command

Use **Cut** command (from [Edit](#) menu) to remove objects from card and place them in the clipboard. The object will remain in the clipboard until you cut or copy another one.

**You can also use one of the following methods to cut objects:**

- Select object and use **Ctrl + X** shortcut;
- Select object and use **Ctrl + Del** shortcut.

## Copy Command

Use **Copy** command (from [Edit](#) menu) to place objects in the clipboard to use after with **Paste** command.

You can also use **Ctrl + C** shortcut for **Copy** operation.

## Paste Command

Use **Paste** command (from [Edit](#) menu) to use objects from clipboard on card.

You can also use **Ctrl + V** shortcut for **Paste** operation.

## Duplicate Command

**Duplicate** command (from [Edit](#) menu) is an useful tool to duplicate objects on card. You just need to select the object you want to duplicate and use the command to complete operation or use **Ctrl + D** shortcut.

## Export to Image Command

**Export to Image...** command (from [Edit](#) menu) lets you export your whole card as an image with some options enabled. With this command you do not export an object, but the whole document. After selecting the command, a *Save As Dialog Box* will open to prompt you to save a card in one of the following formats:

- Bitmaps (\*.bmp)
- JPEG documents (\*.jpg)
- PCX documents (\*.pcx)
- TIFF documents (\*.tif)
- TGA documents (\*.tga)
- GIF documents (\*.gif)

When you **Export to Image** your card layout to a .jpg format, another Dialog Box will appear to let you adjust the image quality with a slide bar.

## Select All Command

**Select All** command (from [Edit](#) menu) lets you **Select All** objects in a card.

You can also use **Ctrl + A** shortcut to **Select All** objects.

### Adjust Bounding Command

**Adjust Bounding** command (from **Edit** menu) allows you to fit objects size when applicable. You can also use **F2** shortcut to use **Adjust Bounding** command.

**Example:** use the text button (from **Drawing Toolbar**) to write some text without resizing the text box. After writing some text, you may use **Adjust Bounding** command to adjust and fit the text box size.

### Fit to Card Command

**Fit to Card** command (from **Edit** menu) allows to fit some objects to card. You can also use **Ctrl + Shift + F** shortcut to apply **Fit to Card** command.

**Example:** design a square shape, use **Fit to Card** command and the square shape will be transformed to fit the card size.

### Send to Front Command

**Send to Front** (from **Edit** menu) command allows to bring to front (to be the first selectable item) an object behind another one.

You can also use **Ctrl + F** shortcut to use **Send to Front** command.

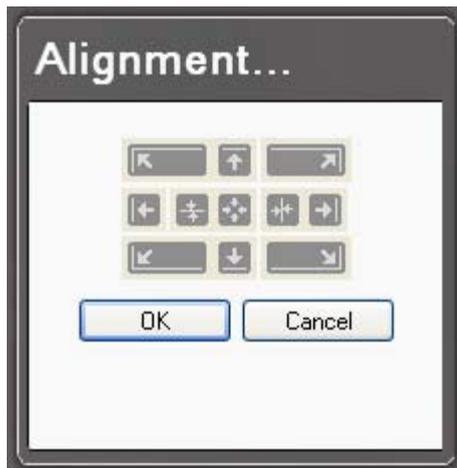
### Send to Back Command

**Send to Back** command (from **Edit** menu) allows to **Send to Back** an object to be behind of another one.

You can also use **Ctrl + B** shortcut to use **Send to Back** command.

### Align Command

**Align command** (from **Edit** menu) allows to align more than 2 objects on card. To align objects, first select them and then use the Align command or Align button from **Drawing Toolbar**. Then another Dialog Box will appear with the align buttons for you to manage objects on card.



**Align buttons:**



Align objects to left and top.



Align objects to top.  
 Align objects to right and top.  
 Align objects to left.  
 Align objects vertical center.  
 Align objects to center.  
 Align objects horizontal center.  
 Align objects to right.  
 Align objects to bottom left.  
 Align objects to bottom.  
 Align objects to bottom right.

### Distribution Command

**Distribution** command (from [Edit](#) menu) allows to distribute more than 3 objects on card. To distribute objects, first select them and then use the Distribution command or Distribution button from **Drawing Toolbar**.

**Distribution commands:**



Distribute objects to left.  
 Distribute objects center horizontal.  
 Distribute objects to right.  
 Distribute objects to top.  
 Distribute objects center vertical.  
 Distribute objects to bottom.  
 Distribute objects horizontal spacing.  
 Distribute objects vertical spacing.

### Object Properties Command

Use **Object Properties** command (from [Edit](#) menu) to display the selected object property sheet. You can also use **Alt + P** shortcut to use **Object Properties** command.

### Use Private Clipboard Command

**Use Private Clipboard** command (from [Edit](#) menu) to use only the *Card Software* clipboard. *Card Software* lets you choose between using only *Card Software* clipboard or all Window's applications clipboard.

If you choose **Use Private Clipboard** command you will be only able to [Copy](#) and [Paste](#) objects inside *Card Software* application.

### Use Window's Clipboard Command

**Use Window's Clipboard** command (from [Edit](#) menu) to use all Window's applications clipboard. *Card Software* lets you choose between using all Window's applications clipboard or only *Card Software* clipboard.

If you choose **Use Window's Clipboard** command you will be able to [Copy](#) and [Paste](#) objects from all Window's applications clipboard.

## Manufacturer Keys command

**Manufacturer Keys...** command (from [Edit](#) menu) lets you edit *Card Software* Manufacturer Keys:

- Add key pair;
- Remove key pair;
- Update Manufacturer Keys File.

## Predefined Names List Editor command

**Predefined Names List Editor...** command allows to add variable names to list.

To add variable names to list type the text in input box with "*<Type new variable name here>*" inside and click **Add variable name to list**.

## View Menu Commands

	<b>Card Front:</b> change to front card layout.	<b>Ctrl + 1</b>
	<b>Card Back:</b> change to back card layout.	<b>Ctrl + 2</b>
	<b>Zoom In:</b> zoom in card.	<b>+</b>
	<b>Zoom Out:</b> zoom out card.	<b>-</b>
---	<b>Fit workspace:</b> fit card on screen.	---
---	<b>Preview mode:</b> preview card appearance.	---
---	<b>Object Tooltips:</b> show or hide object information.	---
---	<b>Rulers:</b> show or hide rulers on workspace.	---
---	<b>Guidelines:</b> show or hide guidelines.	<b>Ctrl + L</b>
---	<b>Grid:</b> show or hide grid.	<b>Ctrl + G</b>
---	<b>Cross Hair:</b> show or hide Cross Hair.	---
---	<b>Show Bounding Boxes:</b> show or hide Bounding Boxes.	---
---	<b>Card Properties...:</b> show Card Properties Dialog Box.	---
---	<b>Card Layout:</b> view card layout.	---
---	<b>Database Layout:</b> view database layout.	---

## Card Front Command

**Card Front** command (from [View](#) menu) allows to change Card position on screen from back into front.

You can also use **Ctrl + 1** to use **Card Front** option.

**Switching objects position (from front into back and vice-versa)**

If you want to move an object to the other side of the card, in this case from back to front, simply select the object you want to move and then choose the command **Card Front** (from [View](#) menu) and a Dialog Box (**Card Side Switching**) will appear asking your for one of the following operations:

- Move selected objects to the other side;
- Don't move any object;
- Check box: Don't prompt again: use always this behavior.

**Card Back Command**

**Card Back** command (from [View](#) menu) allows to change Card position on screen from front into back.

You can also use **Ctrl + 2** to use **Card Back** option.

**Switching objects position (from back into front and vice-versa)**

If you want to move an object to the other side of the card, in this case from front to back, simply select the object you want to move and then choose the command **Card Back** (from [View](#) menu) and a Dialog Box (**Card Side Switching**) will appear asking you for one of the following operations:

- Move selected objects to the other side;
- Don't move any object;
- Check box: Don't prompt again: use always this behavior.

**Zoom In Command**

**Zoom In** command (from [View](#) menu) Zooms in card document.

You can also use one of the following methods to **Zoom In** a document:

- Use the + shortcut;
- Mouse right click and choose **Zoom In** from shortcut menu.

**Zoom Out Command**

**Zoom Out** command (from [View](#) menu) **Zooms Out** card document.

You can also use one of the following methods to **Zoom Out** a document:

- Use the - shortcut;
- Mouse right click and choose **Zoom Out** from shortcut menu.

**Fit Workspace Command**

**Fit Workspace** command (from [View](#) menu) fits card size and display all card on screen.

**Preview Mode Command**

**Preview Mode** command (from [View](#) menu) shows card in **Preview Mode** while you are working on it. When this option is checked, Grids and Guidelines will not appear on card as well as bounding boxes around objects.

### Object Tooltips Command

**Object Tooltips** command (from [View](#) menu) will show or hide object information when mouse rollover. The information displayed are type of object and dimensions.

### Rulers Command

**Rulers** command (from [View](#) menu) shows or hides the rulers on card.

### Guidelines Command

**Guidelines** command (from [View](#) menu) shows or hides **Guidelines** on card, an instrument that delimits the printable area on card.

You can also use **Ctrl + L** to show or hide **Guidelines**.

### Grid Command

**Grid** command (from [View](#) menu) shows or hides **Grid** on card.

You can also use **Ctrl + G** to show or hide **Grid** on card.

### Cross Hair Command

**Cross Hair** command (from [View](#) menu) shows or hides Cross Hair on screen.

### Show Bounding Boxes Command

**Show bounding boxes** command (from [View](#) menu) enables or disables bounding boxes around objects.

### Card Properties Command

**Card Properties** command (from [View](#) menu) gives you information about the current card document.

#### General

- **Card Description:** add card description.
- **Card Dimensions:** shows card dimensions.
- **Display Colors:** display card and workspace colors.

#### File Information

- **Card File Path:** display full card file pathname.
- **Created:** shows author and date of creation.
- **Last Printed:** shows last user that printed the card and date.
- **Last Saved:** shows last user that saved the card and date.

#### Objects List

- **Displays** list of objects in a selectable box.
- **Preview:** preview object.
- **Select** object; Overlay **Properties**; **Exports** and **Delete** object.

#### Embedded Fonts

- **Fonts used in document: lists** fonts used in document.
- **Embedded Fonts:** shows embedded Fonts.
- **Install Embedded fonts when load document** (use this check box to enable).

### Card Layout Command

**Card Layout** command (from [View](#) menu) changes *Card Software View* from **Database Layout** into **Card Layout**.

To do same operation you can also use **View Button** from **Design Toolbar**.



View Button

### Database Layout Command

**Database Layout** command (from [View](#) menu) changes *Card Software View* from **Card Layout** into **Database Layout**.

To do same operation you can also use **View Button** from **Design Toolbar**.



View Button

### Draw Menu Commands

	<b>Selector:</b> select, move, resize and edit.	<b>Shift + S</b>
	<b>Line:</b> draw Lines.	<b>Shift + L</b>
---	<b>Shapes...:</b> draw Shapes.	---
	<b>Text...:</b> add Text.	<b>Shift + T</b>
	<b>Image...:</b> add Image.	<b>Shift + I</b>
	<b>Barcode...:</b> add Bar code.	<b>Shift + U</b>
	<b>2D Barcode...:</b> add 2D Bar code.	<b>Shift + P</b>
---	<b>Overlay Varnish...:</b> configures Overlay printing.	---
---	<b>Magnetic Encode...:</b> define magnetic encode option.	---
---	<b>Contact Smart Card...:</b> define Smart Card options.	---
---	<b>Contactless Smart Card...:</b> define Contactless Smart Card options.	---
	<b>Camera...:</b> acquire images from Camera.	---
---	<b>Biometrics...:</b> define and proceed to Biometrics enrollment.	---
---	<b>Keep Placing Objects:</b> keep current tool active.	<b>Ctrl + K</b>

## Selector Command

**Selector** command (from [Draw](#) menu) allows to:

- **Select an object:** click over the object with the left mouse button;
- **Move an object:** click and hold the left mouse button over it and move the object to other place. To complete operation release the left mouse button.
- **Resize an object:** click and hold the left mouse button over one of the object selector corners and drag it to other place. To complete operation release the left mouse button.
- **Edit an object:** right-click over it to open object properties menu.

You can also use **Shift + S** to activate **Selector** tool.

## Line Command

**Line** command (from [Draw](#) menu) draws straight lines over the card that can be edited only on its size.

To draw lines over the card with different angles use one of the following methods:

- Use **Shift + L** and left-click with mouse over card layout and move around. To complete operation release the left mouse button.
- Click on **Line Button** from **Drawing Toolbar** and then mouse left-click on card to draw line.

## Shapes Command

**Shapes...** command (from [Draw](#) menu) opens a menu with 2 shapes tools available:



**Rectangle:** create rectangles.

**Shift + R**

**Ellipse:** create ellipses.

**Shift + E**

## Text Command

**Text...** command from ([Draw](#) menu) creates text boxes where you are able to add text. After choosing **Text...** from [Draw](#) menu, double-click on the text selected box to enable text cursor and add text.

**To add text you can also use one of the following methods:**

- Use **Shift + T** shortcut, then mouse left-click and drag to other place;
- Use **Text Button** from **Drawing Toolbar**, then mouse left-click and drag to other place.

## Image Command

**Image...** command (from [Draw](#) menu) displays the **Open** dialog box that lets you search for an image on your computer. Select an image and click **Open** button.

**To add an image you can also use one of the following methods:**

- Use **Shift + I** shortcut, then mouse left-click and drag cursor to other place. It will open the **Imager** dialog box; click **File** button and choose an image from your computer; click **Open** button; edit your image at **Imager** and to complete operation click **Ok**.
- Click the **Image** button from **Drawing Toolbar**, then mouse left-click and drag cursor to other place. It will open the **Imager** dialog box; click **File** button and select an image from your computer; click **Open** button; edit your image at **Imager** and to complete operation click **Ok**.

## Bar Code Command

**Bar Code...** command (from [Draw](#) menu) opens **Bar Code Value** Dialog Box where you can type values (numbers or capital letters). Add values and click **Ok** to complete operation.

**To add a Bar Code you can also use one of the following methods:**

- Use **Shift + U**, then left-click and drag to other place. **Bar Code Value** Dialog Box appears; enter values and click **Ok** or **Cancel** to complete operation.
- Use **Bar Code** button from **Drawing Toolbar**, then left-click and drag to other place. **Bar Code Value** Dialog Box appears; enter values and click **Ok** or **Cancel** to complete operation.

## 2D Bar Code

**2D Bar Code...** command (from [Draw](#) menu) opens the **2D Bar Code** Properties Dialog Box where you are able to insert Data to Encode; define **FaceSnap** and **SnapFive** Plug-ins properties.

**To add a 2D Bar Code you can also use one of the following methods:**

- Use **Shift + P** shortcut, then mouse left-click and drag and drop the cursor. The **2D Bar Code** Properties Dialog Box will appear and you are able to insert data.
- Use **2D Bar Code** button from **Drawing Toolbar**; mouse left-click and drag and drop the cursor. The **2D Bar Code** Properties Dialog Box will appear and you are able to insert data.

## Overlay Varnish Command

**Overlay Varnish...** command (from [Draw](#) menu) opens Overlay Properties Dialog Box where you are able to choose Overlay type with preview mode; define placement and browse a **File for Bitmap Based Overlay**.

To use **Overlay Varnish...** you can also use **Overlay Varnish** button from **Design Toolbar**.

## Magnetic Encode Command

**Magnetic Encode...** command (from [Draw](#) menu) it opens Magnetic Encode Properties Dialog Box that allows the user to insert data encoded on a magnetic stripe on the card.

You can also use **Magnetic Encode** Button from **Design Toolbar** to access Magnetic Encode Properties.

**Magnetic Encode Button:**



This Tool can only be used in cards with magnetic stripe.

Data encoded on a magnetic stripe can be read and re-written many times. All data are preceded by a START sentinel and ended by a STOP sentinel followed by an LRC (Longitudinal Redundancy Check). These characters are inserted by the printer automatically.

To open the **Magnetic Encode** panel, you can also use the **Magnetic Encode** button from **Design Toolbar**.

**Note:** is not possible to read in Lower Coercivity a card saved in High Coercivity or vice versa.

## Contact Smart Card Command

**Contact Smart Card...** command (from [Draw](#) menu) allows to define Contact Smart Card Properties.

You can also use **Contact Smart Card** from **Design Toolbar** Button to access Contact Smart Card Properties.

### Contact Smart Card Button:



### Contact Smart Card Properties Dialog Box:

#### Command Line

Provides a space where you can type the path for the external Smart card processing software. Click on **Browse** button to display the Choose Application File Dialog Box to select the default path for Command Line.

#### Arguments

Provides a space for you to type arguments supported by the external Smart card processing software.

#### Data to Encode

Allows you to type the data to be encoded.

Data is passed to the external application invoked by the Smart Card Plug-in mechanism through the positional arguments of the command line. Using a Concatenation variable source with the adequate separators can pass multiple data items.

If the application involves writing binary data to the smart card it must have access to the database record as well. In this case, at least one of the External Plug-in arguments should be an ODBC Source set to a field that uniquely identifies the record to be processed, such as its primary key. This will allow the external application to select the involved database record and access its data directly.

**Don't show error messages** - Check this option to skip the chip error process.

**Variable Source** Allows you to select the kind of source. By default Source = none. The available source are:

- Global Counter Source;
- Print Counter Source;
- Keyboard Input Source;
- Date / Time Source;
- Concatenation Source;
- ODBC Source;

#### Continue Print Process

Allows you to decide how the print process will continue.

**On User Choice** - Check this option if you need a waiting period before clicking on "Continue" or "Abort".

**On Return File "OK"** - Choose this options to use a result file. Provides a space for you to type the path for the return file.

Click on **Browse** button to display the Choose Return File Dialog box where you can select the default path for the Return File.

#### Quote Character

##### Insert Quote Character

Check this option if you want to use a delimiter to specify the data to be encoded.

- Assuming that my encoding program is named **SMARTPRG.EXE** and the data to encode that comes from a **Keyboard Input Source** is **Hello World**, and the option **Insert Quote Character** isn't checked. The application will be called like:

**SMARTPRG.EXE Hello World**

The application will only encode the word Hello, because for the application;

**SMARTPRG.EXE** - is the application name

**Hello** - is the first argument

**World** - is the second argument

- But if you define a quote character, for example " . The application will be called like:

**SMARTPRG.EXE "Hello World"**

All data will be encoded, because for the application;

**SMARTPRG.EXE** - is the application name

**Hello World** - is the first argument

**If an error occurs you are able to choose one of the following options:**

- Abort whole printing process;
- Ignore current card and move to next one. Feed another card;
- Retry the current card (1 retry; 2 retries; 5 retries).

**Contactless Smart Card command**

**Contactless Smart Card...** command (from [Draw](#) menu) enables Contactless Smart Card Setup Dialog Box, where you are able to configure card technology.

You can also use **Contactless Smart Card** Button from **Design Toolbar** to access Contactless Smart Card Setup Dialog Box.

**Contactless Smart Card Button:**

**Camera Command**

**Camera...** command (from [Draw](#) menu) allows you to capture images from camera device.

You can also use **Camera** Button from **Drawing Toolbar** to capture images from camera device. Click **Camera** Button, mouse left-click and drag and drop the cursor to open **Camera** Dialog Box.

**Camera Button:**

**Biometrics Command**

**Biometrics...** command (from [Draw](#) menu) displays Biometric Enrollment Dialog Box where you are able to import fingerprints from a biometric terminal.

You can also use **Biometrics** Button from **Drawing Toolbar** to access **Biometric** Enrollment Dialog Box. Click the **Biometrics** Button, mouse left-click and drag and drop cursor.

**Biometrics Button:**



**Terminal ID:** shows terminal ID.

**Template ID:** shows template ID, Enrollee name and displays a graphic where you are able to define which finger will you print from Biometric terminal.

## Keep Placing Objects Command

**Keep Placing Objects** command (from [Draw](#) menu) keep same tool enabled for next operations without switching to [Selector](#) tool.

You can also use **Ctrl + K** shortcut to use **Keep Placing Objects** command.

## Options Menu Commands

---	<b>Autosave Options...:</b> define Autosave settings.	---
---	<b>Snap to Grid...:</b> Snap to Grid operation.	<b>Ctrl + H</b>
---	<b>Activate Object Protection:</b> Object Protection.	---
---	<b>Video Sources...</b> setup Video Sources.	---
---	<b>Biometrics Sources...:</b> Bioscrypt configuration.	---
---	<b>Enable Print Log...:</b> Print Log.	---
---	<b>Metrics...:</b> define type of Metrics.	---
---	<b>Rulers Settings...:</b> define Rulers Settings.	---
---	<b>Grid Settings...:</b> define Grid Settings.	---
---	<b>Front &amp; Back...:</b> card side switching behavior.	---
---	<b>Card Color...:</b> change card background color.	---
---	<b>Workspace Color...:</b> change Workspace Color.	---
---	<b>Default Line Width...:</b> define Default Line Width.	---
---	<b>Default Text Font...:</b> define Default Text Font.	---
---	<b>Monochrome Conversion...:</b> define Monochrome Conversion.	---
---	<b>Force Internal Monochrome Conversion:</b> Apply Internal Monochrome Conversion.	---
---	<b>Reset Card Warnings:</b> Reset Card Warning.	---

## Autosave Options Command

**Autosave Options...** (from [Options](#) menu) allows you to define autosave options.

### Enable Time Autosave

Check this option if you want *Card Software* to automatically save your work with time you choose.

### Autosave on close

Check this option if you want *Card Software* to save your work every time you close the application.

### Enable Crash Recovery

Check **Enable Crash Recovery** if you want *Card Software* to restore your work next time you start application. This option might slow down your PC.

## Snap to Grid Command

**Snap to Grid** command (from [Options](#) menu) lets you align objects to Grid. You can also activate **Snap to Grid** option by using the **Ctrl + H** shortcut.

## Activate Object Protection Command

**Activate Object Protection** command (from [Options](#) menu) allows to turn the object not selectable. The **Protected** option is available for all drawing objects.

## Video Sources Command

**Video Sources** command (from [Options](#) menu) allows to acquire images from **TWAIN interface**; **VfW (Video for Windows) interface** and **serial port** combined with a proper application. *Card Software* supports the use of any camcorder and VCR, with video output as well as digital cameras to acquire images. Use this menu command to configure the Twain and Video for Windows Sources.

## Biometrics Sources Command

**Biometrics Sources** command (from [Options](#) menu) lets you edit Bioscrypt configuration.

## Enable Print Log Command

**Enable Print Log** command (from [Options](#) menu) lets you enable or disable Print Log. To activate this option simply select it from Options menu.

## Metrics command

**Metrics** command (from [Options](#) menu) lets you choose which type of metrics better fits your actual work. You can choose between **Millimeter** or **Inch**.

## Rulers Settings Command

**Rulers Settings** command (from [Options](#) menu) allows you to edit Rulers Settings. Use the **Show Rulers** check box to show or hide (uncheck) rulers on workspace. **Show Item Selection on Rulers** check box enables a bar from each object selected that indicates the exact position of an object.

## Grid Settings Command

**Grid Settings** command (from [Options](#) menu) opens the **Grid Settings** Dialog Box where you are able to edit **Grid Settings**, such as Show / Hide Grid; [Snap to Grid](#) and bars spacing.

## Front & Back Command

**Front & Back...** command (from [Options](#) menu...) opens **Card Side Switching Behavior**. To use this option from menu you first need to select an object (or more); then select **Front & Back...** from [Options](#) menu and choose one of the following options:

- **Move selected objects to the other side.** Then click **Ok** and the objects will be moved to the other side of the card.
- **Don't move any objects.** Then click **Ok** and the objects will remain on the same side of the card.
- Use the check box "**Don't prompt again: use always this behavior**" to use always the selected option.

### Card color Command

**Card color...** command (from [Options](#) menu) lets you change color of card background. You just need to select **Card color...** from menu and then choose the color you want for your card background.

### Workspace Color Command

**Workspace Color...** command (from [Options](#) Menu) lets you change the color of your *Card Software* background. After selecting this command just pick a color and click OK.

### Default Line Width Command

**Default Line Width...** Command (from [Options](#) Menu) opens the **Change Default Line Width** Dialog Box where you are able to change the line width.

### Default Text Font Command

**Default Text Font...** Command opens the **Font** Dialog Box where you are able to define the font that will be used by default.

### Monochrome Conversion Command

*The Card Software* allows you to choose between four different algorithms to make the Monochrome Conversion: **Threshold, Ordered, Floyd-Steinberg and Burkes**. Each algorithm gives slightly different results. You select an algorithm by clicking on it. If you prefer you can Disable the Monochrome Conversion by choosing the **Disable** option.

### Database Menu Commands

	<b>Connect...:</b> select Database to connect.	<b>Ctrl + Shift + C</b>
	<b>Disconnect...:</b> disconnect from Database.	---
	<b>Browse View:</b> change data visualization.	<b>Ctrl + Shift + B</b>
	<b>First:</b> go to first record of Database.	---
	<b>Previous:</b> go to previous record on Database.	---
	<b>Next:</b> go to next record on Database.	---

	<b>Last:</b> go to last record of Database.	---
	<b>Refresh:</b> refresh Database.	---
	<b>Find...:</b> Find in Field.	<b>F3</b>
	<b>Query...:</b> opens Query Database Dialog Box.	<b>Ctrl + Shift + Q</b>
	<b>Add:</b> add new record to Database.	---
	<b>Delete:</b> delete record from Database.	---
	<b>Save:</b> save record on Database.	---
	<b>Report...:</b> Database report.	<b>Ctrl + Shift + P</b>
	<b>Properties...:</b> define Database properties.	<b>Ctrl + Shift + O</b>
---	<b>Define View:</b> arrange Database view.	<b>Ctrl + Shift + V</b>
---	<b>Auto Print...:</b> Auto Print configuration.	---

### Connect Command

**Connect...** command (from [Database](#) Menu) allows you to connect to a data source.

You can also opens the Dialog Box to connect to a data source using one of the following methods:

- Use the **Ctrl + Shift + C** shortcut;
- Use the **Connect...** Button on Database View.

**Connect / Disconnect Button:**



### Disconnect Command

**Disconnect** Command (from [Database](#) Menu) disconnects from data source.

You can also use the **Connect / Disconnect** Button from Database View to disconnect from data source.

**Connect / Disconnect Button:**



### Browse View Command

**Browse View** Command (from [Database](#) Menu) allows you to change the data visualization.

### First Command

**First Command** (from [Database](#) Menu) shows the first record on Database.

You can also use **First** Button from Database View.



### Previous Command

**Previous Command** (from [Database](#) Menu) shows the previous record on Database.

You can also use the **Previous** Button from Database View.

**Previous Button:**



### Next Command

**Next Command** (from [Database](#) Menu) shows the next record on Database.

You can also use the **Next** Button from Database View.

**Next Button:**



### Last Command

**Last Command** (from [Database](#) Menu) shows the last record on Database.

You can also use **Last** Button from Database View.

**Last Button:**



### Refresh Command

**Refresh Command** (from [Database](#) Menu) does a reload on Database.

### Find Command

**Find...** Command (from [Database](#) Menu) opens **Find in Field** Dialog Box that lets you search in Database using keywords filtered by item.

You can also open **Find in Field** Dialog Box by using **F3** shortcut.

### Query Command

**Query** Command (from [Database](#) Menu) displays the **Query Database** Dialog Box which allows you to make a question about your data.

You can also use **Ctrl + Shift + Q** to access **Query Database** Dialog Box.

### Add Command

**Add** Command (from [Database](#) Menu) opens an empty record on Database.

You can also use **Add** Button from Database View to add new records.

**Add Button:**



### Delete Command

**Delete** Command (from [Database](#) Menu) deletes selected record from Database.

You can also use **Delete** Button from Database view to delete records.

**Delete Button:**



### Save Command

**Save** Command (from [Database](#) View) saves current data to Database.

You can also use **Save** Button from Database View.

**Save Button:**



### Report Command

**Report** Command (from [Database](#) Menu) opens **Database Report** Dialog Box, which allows you to create, save and print a customizable listing of your whole database or selections thereof.

You can also use the **Ctrl + Shift + P** shortcut to open the **Database Report** Dialog Box.

#### Database Report (Dialog box)

##### Listing Title

Provides a space for you to type the Report Title.

##### Database Fields

Lists all the current Database fields name.

Use the button **->** to add the selected column to the Fields to Print List, and the **<-** to remove the selected column from the Fields to Print List.

##### Fields to Print

Lists all the selected fields to print.

##### Selected Column

Displays information about the selected column.

**Title** - Display the column title.

**Size** - Display the column size.

**Print Setup... Button** - Use this button to display the Print Dialog box.

**Close Button** - Use this button to close the Database Report dialog box. If you click this button without saving your database report, the selection you made will be permanently lost.

**Font... Button** - Use this button to change the default text font .

**Print Setup... Button** - Allows you to change the print setup.

**Save Button** - Use this button to save the report you just created.

**Open Button** - Use this button to open an existing report.

**Export to CSV...** opens **Save As** Dialog Box to save doc as a CSV file.

The Card Software Saves the report files with the extension **.WCR**.

#### Remarks

Make sure that the sum of field characters to print isn't larger than the paper width, otherwise the print result will be truncated. If you need you can reduce the display size for a field, for that just enter a lower value in the size of the Database Report dialog box. You can also change the font size.

### Properties Command

**Properties** Command (from [Database](#) Menu) opens the **Database Properties** Dialog Box that allows you to configure the Database interface properties.

You can also use the **Ctrl + Shift + O** shortcut to open the **Database Properties** Dialog Box.

### Define View Command

**Define View** command (from [Database](#) Menu) allows to arrange the database view as you wish. This command helps you if to organize the information when the table structure is different from the way you want it to be lay out.

The *Card Software* allows you move, hide and unhide fields.

You can also use the **Ctrl + Shift + V** shortcut to use **Define View** command.

### Auto Print Command

**Auto Print...** Command (from [Database](#) Menu) opens the **Auto Print Configuration** Dialog Box.

### Window Menu Commands

**Window Menu** Commands shows the open document names and let you select which document you want to work.



### Help Menu Commands



**Contents:** opens the *Card Software* Online Help. ---

---

---	<b>Using Help:</b> learn about Help.	---
---	<b>About...:</b> About <i>Card Software</i> .	---

### Contents Command

**Contents** Command (from [Help](#) Menu) shows the *Card Software Help* file.

### Using Help Command

**Using Help** Command (from [Help](#) Menu) to learn about using help on Card Software.

### About Command

**About...** (from [Help](#) Menu) lets you get information about *Card Software*.

# Chapter

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XI

# 11 Keyboard Shortcut

This section lists the keyboard shortcuts available for many of the Card Software commands.

## 11.1 Shortcut Keys

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

### General

**Ctrl+F4** - Close. Closes the active Card/Batch Print Window.

**Ctrl+F6** - Next. Moves to the next Card/Batch Print Window.

**Del** - Delete. Deletes the selected object completely without putting a copy on the Clipboard.

### Card Work Area

**Ctrl+N** - New. Creates a New card file.

**Ctrl+O** - Open. Opens an existing card file.

**Ctrl+S** - Save. Saves the card to a disk file.

**Ctrl+P** - Print. Displays the card Print dialog box to print and/or encode a magnetic strip/chip card.

**Ctrl+Z** - Undo. Reverses the last action.

**Ctrl+Y** - Redoes the last action that was undone.

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

**Ctrl+C** - Copy. Makes a copy to the selected object and places it on the Clipboard.

**Ctrl+V** - Paste. Pastes the object from the Clipboard onto the card. A copy of the pasted object remains on the Clipboard until it is replaced by another Cut or Copy command.

**Ctrl+D** - Duplicate. Makes a copy of a n object placing it slightly overlapping the original. Unlike the Copy command, Duplicate doesn't place a copy of the object on the Clipboard.

**Ctrl+A** - Select All. Selects all the objects on the card.

**Ctrl+Shift+F** - Fit to card. Expands the selected image to fill the full size of the card.

**Ctrl+F** - Send to Front. Moves the selected object to the front of a stack of objects.

**Ctrl+B** - Send to Back. Moves the selected object to the back of a stack of objects.

**Ctrl+1** - Front side. Displays the front side of the active card.

**Ctrl+2** - Back side. Displays the back side of the active card.

**+** - Zoom in. Magnifies the size of the card depicted on the screen.

**-** - Zoom out. Reduces the size of the card depicted on the screen.

**Ctrl+L** - Guidelines. Toggles the display of the guidelines that mark the edges of the printable area of the card.

**Ctrl+G** - Show grid. Toggles the display of the layout grid.

**Ctrl+K** - Keep Placing Objects. Keeps the current drawing tool.

**Ctrl+H** - Snap to Grid. Toggles the Snap to Grid option.

### Database Window

To enable these shortcuts you must focus to the database view, simply clicking into one of the database fields.

**F6** - Open from File. Opens an image file from disk

**F5** - Paste. Pastes an image from the clipboard to the database image field.

**F8** - Freeze. Freezes an image.

# Chapter

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XII

## 12 About Bar Codes

### 12.1 Bar Codes

#### Introduction

A bar code is a machine-readable symbol representing human readable information.

The information represented can be alpha or numeric only, limited alphanumeric, or the full character set. The human readable alpha or numeric characters are represented in the bar code symbol by a series of varying width vertical lines (called bars) and spaces. Bars and spaces together are elements.

An element can be a wide black bar or white space, or a narrow black bar or white space. Each element is assigned a binary value of either "1" or "0". To represent the necessary character in the bar code, the elements must follow a precise sequential order as part of a group.

Scanning is the process of acquiring or "reading" the information encoded in a bar code symbol. To read the information contained in a bar code symbol, a scanning device such as a light pen is moved across the symbol from one side to the other. As the scanning device is moved across the symbol, the width pattern of the bars and spaces is translated back into the original information. Bar code is an optical technique because information is scanned using light that reflects off dark or light regions of the symbol.

#### Bar Code Standards

The number of elements and their order is defined by the bar code standard used.

There are many bar code standards to choose from and each standard was developed for the specific data requirements of various industries. Each standard dictates the maximum number of characters a symbol can represent, as well as what kind of data is represented.

Consequently, the number of characters in the information field and the type of information represented will play a role in which bar code standard can be used.

Other considerations include what standard(s) trading partners use, the scanning environment (type of scanner, printable area, symbol durability, etc.) and the symbol printing requirements.

#### Symbologies

Symbology is the term used to describe the rules specifying the way data is encoded into the elements (bar and space widths) that comprise a bar code standard. Various characteristics further describe the symbology. Some of these characteristics are described below.

- The **Character Set** is the range of data characters that can be encoded into a given symbology. Numeric symbologies only encode numbers; others can encode numbers and letters and are called alphanumeric.
- The **Symbology Type** can be either discrete or continuous. In a discrete type, each character stands alone and can be decoded separately from adjacent characters. A continuous type has no inter-character gaps; the end of one character is the start of the next. This results in a higher density symbology than the discrete type, allowing more information to be encoded in less space, resulting in a smaller bar code symbol.
- The **Number of Element Widths** is either two (wide and narrow) or multiple. Multiple element width symbology is usually the higher density continuous type.
- The symbology **Length** can be fixed or variable.
- **Density** describes the amount of data that can be encoded in a given unit of length.

- A symbology is said to be **Self Checking** if a single printing defect will not cause a character to be transposed into another character in the same symbology.
- A **Start Code** is a particular pattern of lines and spaces indicating the beginning of the bar code symbol. A **Stop Code** indicates the end of the symbol. The start and stop codes are sometimes also used to indicate the scanning direction. In the most common symbology, Code 39, the start and stop codes are asterisks.
- The **Check Character** is used by the scanner to validate that the correct data has been decoded. It is placed in a predetermined position and its value is based on a mathematical relationship of the other characters in the symbol. A Check Digit is a check character that can assume only numeric values.
- A **Bi-directional** symbology can be successfully scanned in either direction. Almost all symbologies in use today are bi-directional.

## 12.2 Card Software Symbologies

### Codabar

**Codabar** is a numeric, variable length, discrete, self-checking, two-element width symbology used mostly by libraries, package tracking systems, and blood banks. Developed in 1972, it was one of the original bar code symbologies. The numbers 0 through 9 and the following six characters comprise its character set: \$ : / . + -

### Code 128

**Code 128** is a variable length, alphanumeric, continuous, multiple-element width, high-density symbology used in the shipping industry and on labels. The **Code 128** character set comprises 106 different printed characters, and will use the least amount of space for data of six characters or more of any one-dimensional symbology. Each printed character can have one of three different meanings, depending on which of three different character sets (A, B or C) is employed. Three different start characters tell the scanner which of the character sets is initially being used, and three shift codes permit changing character sets inside a symbol. Every **Code 128** symbol ends with a check character.

**Code Subset A:** includes all of the standard uppercase alphanumeric keyboard characters plus the control and special characters.

**Code Subset B:** includes all of the standard uppercase alphanumeric keyboard characters plus lowercase alphabetic and the special characters.

**Code Subset C:** includes the set of 100 digits pairs from 00 to 99 inclusive, as well as special characters. This enables doubledensity numeric digits (two digits per bar-coded character) to be encoded.

### Code 39

**Code 39** (also called 3 of 9) is a variable length, discrete, selfchecking, two-element width symbology that was the first alphanumeric symbology to be developed. Code 39 is currently the most widely used bar code for industrial and commercial (non-retail) purposes in the world. Every **Code 39** character has five bars and four spaces, making a total of nine elements.

Three of the elements are wide, hence the name 3 of 9. While being very accurate, Code 39 is not a very dense bar code symbology, taking many bars and spaces to represent a single character. The **Code 39** character set consists of the numbers 0 through 9, the upper-case alphabet, and the following characters: - . \$ / + % and **Space**. Asterisks are reserved as the start and stop characters.

## Code 93

**Code 93** is a variable length, alphanumeric, continuous, four element width symbology specifically designed to complement **Code 39**. The two symbologies can be freely mixed in an environment with no software change required. Because of its small size, it is used on electronic components, but it is a not very popular bar code symbology.

**Code 93** encodes 43 data characters consisting of: **0-9**, **A-Z**, 6 symbols and **space**, four control characters and a unique start/ stop character. The entire ASCII character set can be encoded using the expanded version similar to **Code 39**. **Code 93** can encode the same characters as **Code 39**, but has the advantage of being smaller.

## EAN//JAN-13

**EAN-13** is one of two versions of the European Article Numbering system (EAN) and is a superset of UPC. **EAN-13** has the same number of bar as UPC version A, but encodes 13th digit. The 12th and 13th define the country code. The codes 00-04 and 06-09 are assigned to the United States.

The **EAN-13** code numbers are assigned by numerous international agencies. **EAN-13** code support the numeric characters:

0123456789

**EAN-13** bar code height, by specification, is six (6) individual

**EAN-13** bar code characters high.

## EAN//JAN-8

European Article Numbering, now also called IAN (International Article Numbering), is the international standard bar code for retail food packages corresponding to the Universal Product Code (UPC) in the United States. The symbology is used to encode a seven-digit **EAN-8** number. A eight digit is a check digit that is automatically generated by the printer.

The EAN code number and check digit are assigned by numerous international agencies.

**EAN-8** code support the numeric characters:

0123456789

**EAN-8** bar code height, by specification, is six (6) individual **EAN-8** bar code characters high.

## Extended Code 39

The **Extended Code 39** bar code supports every character in the ASCII set, except for ASCII 0 and those above ASCII 127.

This enables full support of upper case and lower case letters, as well as control codes.

## Extended Code 93

The Extended **Code 93** bar code uses **Code 93** to encode the entire 128 ASCII characters.

## HIBC (3 of 9)

The Health Industry Bar Code (**HIBC**) is a modified Code 39 bar code. This bar code uses all of the characters of Code 39.

The application automatically inserts the required '+' character after the start character and before the stop character.

## Interleave 2 of 5

The name **Interleaved 2 of 5** is derived from the method used to encode two characters. In the symbol, two characters are paired, using bars to represent the first and the interleaved spaces to represent the second character. Each character has two sets, one bars and one spaces. Each consisting of two wide elements and three narrow elements. Bars and spaces are wide or narrow and the wide bars are set by the ratio.

Interleaved Two of Five code support the numeric characters:

0123456789

It will be automatically added a leading zero (0) to the odd number of bar code data characters.

The supported ratio of narrow bar to wide bar widths are:

2:1, 2:5 (2.5:1), and 3:1.

The minimum recommended height of a Code 2/5 bar code is 0.25 inches (6.35 mm) or 75 dots.

## MSI Plessey

**MSI** is a numeric, variable-length (up to 15 digits), continuous, low-density, symbology developed in the early 1970s for (mainly) retail shelf marking and inventory control.

Each four-bit character is 12 units wide, with each zero bit being a one-unit bar followed by a two-unit space, and each one bit being a two-unit bar followed by a one-unit space.

The complete symbol includes a start pattern, data characters, one or two check digits, and a stop pattern. Though **MSI** is a variable-length symbology, it is usually used in a fixed-length format since it is not self-checking. The character set comprises the ten digits plus six additional characters.

## Telepen

**Telepen** is an old, numeric two-part symbology used mainly in England.

## UCC/EAN-128

**UCC-128** is the name given by the Uniform Code Council to a specially defined subset of Code 128 used most often for shipping containers.

## UPC-A

**UPC-A** (Universal Product Code) is a numeric, fixed-length (12 digits), continuous, four-element width symbology and encoding system, used since 1973 almost exclusively by the retail industry. This makes UPC the most widely used bar code in North America.

It was designed to uniquely identify a product and its manufacturer. In the U.S., manufacturers numbers are assigned by the Uniform Code Council in Dayton, Ohio.

It is important to differentiate between the UPC coding scheme and the UPC symbology. The actual UPC code is a 10-digit code: the first five digits represent the manufacturer, and the next five digits contain a unique product number. This 10- digit code is preceded by a "number system" digit and followed by a check digit, based on the preceding 11 digits and used for error detection.

## UPC-E

**UPC-E** is also a numeric, fixed-length symbology, but is limited to six digits versus the 10 digits of UPC-A. It is used where space is at a premium, such as a small product label.

The application supports three forms of **UPC-E**. You can select UPC-E System 0 to enter six numbers and let the application give you a bar code with those same digits for system number 0.

---

Choosing **UPC-E** System 1 gives you the same six numbers for system number 1. If you chose e UPC-E11, you are required to perform a zero-suppression check.

## **Zip+4 POSTNET**

The **Zip+4** Postal Code (POSTNET Bar Code) is a bar code that is placed on envelopes or postcards to be mailed. It is used by the United States Postal Service (USPS). The POSTNET bar code is made up of evenly-spaced tall and short bars. There 5, 9 or 11 digits plus a correction digit encoded into every POSTNET.

# Chapter

XIII

## 13 About Two-dimensional Bar Codes

The typical bar codes we have been discussing in Chapter 16, "About Bar codes" are one-dimensional. Since they have height and width, you may wonder why they are called one dimensional.

It's because when they are read, it is only the width of the bars and spaces that is taken into account. The height of the bars is only to give the symbol some built-in redundancy. Typical bar code symbols, therefore, are only read in one dimension. Another important aspect of one dimensional bar code symbols is that they seldom represent more than a dozen characters. Therefore, the bar code usually does not contain any data, per se. Rather, the bar code most often represents the key to a record in a database, where the related information is stored.

Two-dimensional (2D) bar code symbols surpass these two preclusions. Data is encoded in both the height and width of the symbol, and the amount of data that can be contained in a single symbol is significantly greater than that stored in a one-dimensional symbol. In fact, over a thousand alphanumeric characters can be placed in a single symbol the size of a large postage stamp! Obviously, the main advantage of using 2D bar codes is that potentially a large amount of easily and accurately read data can accompany the item to which it is attached. There are new applications being created for 2D bar code technology every day.

The reading (scanning) of 2D codes is accomplished using different scanners than those made to scan 1D symbols. Two strategies are currently used. The first and most common, uses a moving laser beam scanner that not only sweeps back and forth across the symbol, but also up and down in what is termed a "raster" pattern. Alternately, CCD (charge-coupled device) scanners are used. CCD scanners use a two dimensional array of photo-sensors to scan the image in its entirety.

One of the beneficial aspects of two-dimensional symbols is their potential durability. To sabotage the readability of a 1D symbol, one only has to add another bar to the beginning or end of the symbol or draw a line through the symbol, parallel to the stripes.

This throws off the checks and balances, built into the decoding algorithms of a 1D decoder and makes the symbol unreadable. By comparison, many degrees of redundancy can be built into a 2D symbol. While it makes the symbol somewhat larger, the remaining symbol is remarkably secure.

There are a number of two-dimensional symbologies in growing use today. The 2D bar code supported by the Card Software is PDF417.

### 13.1 PDF417

PDF417 is a multi-row, two-dimensional, high-capacity, highdensity bar code developed by Symbol Technologies, Inc. and announced in 1990. It essentially consists of a stacked set of smaller bar codes. The symbology is capable of encoding the entire (255 character) ASCII set. PDF stands for "Portable Data File" because it can encode as many as 2725 data characters in a single bar code comprising 17 modules, each containing 4 bars and spaces (thus the number "417"). Each symbol has a start and stop bar group that extends the height of the symbol.

The complete specification for PDF417 provides many encoding options including data compression options, error detection and correction options, and variable size and aspect ratio symbols. The low level structure of a PDF417 symbol consists of an array of code words (small bar and space patterns) that are grouped together and stacked on top of each other to produce the complete printed symbol. An individual code word consists of a bar and space pattern, 17 modules wide. The user may specify the module width, the module height, and the overall aspect ratio (overall height to width ratio) for the complete symbol. A complete PDF417 symbol consists of at least 3 rows of up to 30 code words and may contain up to 90 code word rows per symbol with a maximum of 928 code words per symbol.

The code words in a PDF417 symbol are generated using one of three data compression modes currently defined in the symbology specifications. This allows more than one character to be encoded into a single data code word. Because different data compression algorithms may be used, it is possible for different printed symbols to be created from the same input data.

The symbology also allows for varying degrees of data security or error correction and detection. Nine different security levels are available with each higher level adding additional overhead to the printed symbol. Using a higher level of security will give you a better chance to decode information in a damaged bar code. The error-correction capability uses built-in error detection code words, to reconstruct partially destroyed bar codes. It works by checking the value of columns and rows, and then calculating and rebuilding the data missing from any damaged cells.

## 13.2 Photo in PDF

The Card Software provides the possibility to encode the information of an image or photo in your database into a PDF symbol. The maximum size of an image, which still can be encoded, is 80 x 80 pixels. If the height or width of an image is larger than 80 pixels, its size will be recalculated to this value, maintaining the image's proportions.

### Photo Reader

The Photo Reader is a security tool, which you can use in combination with a PDF card reader to decode the image information of a PDF symbol.

### Limitations

The PDF417 symbol used by the Card Software may contain up to 64K of data. Anyhow, the photo encoding process is limited to 1,5K of data, which composes a PDF symbol still fitting onto the card. Therefore the Card Software uses 3 methods of data compression:

- Colored images are converted to grayscale.
- The maximum size of an image, which still can be encoded, is 80 x 80 pixels. If the height or width of an image is larger than 80 pixels, its size will be recalculated to this value, maintaining the image's proportions.
- The Card Software uses the JPEG logarithm, one of the most powerful data compression formats, to reduce image size to make it still encodable.
- Use uniform, highly contrasted backgrounds when acquiring an image. Try to reduce the image size to a still acceptable minimum.

# Chapter

XIV

## 14 Printing

This section explains how to setup your printer, the setup for ribbon and the procedure to print your cards. For specific information about your printer, see the printer user manual.

### 14.1 Printing Process

#### Printer Setup

Before you use a specific printer for the first time you must tell the program which printer port to use, the ribbon type and other specific options. In most cases the default configuration makes this step obsolete.

#### Printing Cards

**Printing Cards** with the *Card Software* is easy. It's the final step after the card design process.

##### To print cards

1. From the File menu, choose **Card Print**; the Card Print dialog box appears.
2. Select the **Destination** corresponding to the installed card printer. Use the properties button to change the selected printer configuration. Destination may be a specific printers (see further in this chapter section Specific Printers) or any printer through Windows driver (see further in this chapter section Print with Windows Driver).
3. In the Operation section, select the operation(s) to perform when printing.
  - **Print** will print a card containing all the objects you placed on the card.
  - **Magnetic Encode** will write data to the magnetic stripe on the card (see Chapter 7 - "Magnetic Encoding").
  - **Smart Card** will call an external chip card processing application (see Chapter 8 - "Chip Card").
  - **Hologram** will print a hologram on your cards. Contact your ribbon supplier to inform you about hologram ribbons.
4. If you are using a printer with a card-flip assembly check both **Print Front** and **Print Back** to print both sides of the card in one passage. Select **Rotate 180 Degrees** if you want the card to be printed "upside down", this options is available for each card layer separately. This feature can be used if, for example, you wish to punch a hole in the card on the opposite side of the magnetic stripe, avoiding that way to damage the stripe. Check the **Flip on Long Edge** option to reverse the back side of the card, when printing both sides of the card. Information about the selected ribbon(s) will be displayed.
5. In the Print Range section select **Single** (1) or **Multiple** (2 or more) cards to print. If printing multiple, enter the number of cards to be printed.
6. If you using a database (Advanced Feature only) select the **Print All** box to print all records, or the type the **Number of Records** to be printed. If you want to print the previously selected range of records check the option **Print Selected** (see earlier Chapter 9 - "Card Software and Database" section Browse View). If the **Keep Database Position** is not checked, the record displayed after a database print process is the record next to the last printed.
7. In the **Copies** section enter the number of copies of each card to be printed.
8. **Click OK**. If you are printing variable data, you may be prompted to enter data from the keyboard, select an image file or acquire an image. Otherwise, your card will be printed, while on-screen messages keep you informed of the progress.

#### Print Manager

The *Card Software* allows you to create a batch file, which contains data of one or more card documents instead of printing the card documents right away.

## Printing to a File

### To create a batch print file

1. From the File menu, choose **Card Print**. You can also **press** the shortcut **Ctrl+P**. The Card Print dialog box appears.
2. In the Destination section check the option **Send to Batch Print Manager**. All other options work the same way as printing a card document directly (see above "Printing Cards"). If you want to print multiple cards and/or multiple copies, perform magnetic encoding or chip card processing you have to set these options before you proceed with step 3.
3. **Click OK**. The Select Batch Print File dialog box appears.
4. Select the file you want to append, or create a new batch print file giving a new name.
5. **Click Open** to complete the action. The Batch Print Job List and Batch Print Preview windows open.

## The Batch Print File Manager

### To print cards

1. From the File menu, choose **Batch Print File Management**. The Select Batch Print File dialog box appears. Select the name of the document you want to open and **click OK**. The Batch Print Job List and Batch Print Preview windows appear.

**Note:** The Batch Print Job List contains card documents (\*.car) itself and the (multiple) cards inside each card document.

2. Browse through the Batch Print Job list using the **Move** buttons at your Batch Print Toolbar. You can also use the up and down arrows of your keyboard.
3. You can control the card design and its variable fields (in case your card document contains multiple cards) in the Batch Print Preview window. To toggle between both sides of the card click the Front/Back View button.
4. Select the card document you want to print. **Click** the **Print** button at your Batch Print Toolbar.

**Tip:** If the selected card document contains multiple cards, you can print one specific card by selecting it instead of the card document itself.

## Batch Print Options

### Print Status Symbols

**To Print:** Cards marked with this symbol are ready to print.

**Error:** If an error occurs while printing, the card marked is with this symbol.

**Printed:** Cards marked with this symbol were printed properly.

**Held:** Cards marked with this symbol are excluded from printing.

- **Printing using Print Status:** Over the card document **click** the print button. The Status to Print dialog box appears. Select the status you want. All cards marked with the corresponding symbol will be printed. **Click Continue** to proceed.

**Tip:** You can manually change the Print Status of each card. Select the card you want to change. Click the status symbol you want at the Batch Print Toolbar. If you want to change the print status equally for all card included in the card document, select the card document and click the status button you want apply.

## Print with Windows Driver

### Printer Types

The *Card Software* allows you to print on any printer which is provided with a proper Windows driver.

#### **Card Printer**

Using the proper Windows printer driver for your card printer the Card Software allows you to use any card printer. For special printer/ribbon settings see your card printer documentation as well as related help files.

Besides that the Card Software allows you to use any card printer it also permits to work on card layout, database edition, etc. at print time simultaneously.

#### **Label Printer**

The Card Software allows you to print on any Label printer which is provided with its proper Windows driver.

**Note:** the label size settings must have the same measurements as the standard plastic card format (88.7 x 54.2 millimeters).

#### **Paper Printers**

The Card Software permits to print on paper with any Laser, Ink Jet or Needle printer, which comes with a proper windows driver. The Card Software's special column and row settings permit to print front and back side of the card on the same sheet as well as several cards on one sheet. This concept permits to print card proofs on paper or creating low cost cards using paper lamination.

## Card Setup

### **Setting up the card**

1. To setup the card, using a Windows Printer Driver, from the File menu choose **Card Print**. Choose the printer name you want to work with. **Click Close**.
2. The properties button allows you to perform driver driver specific settings (see your printer documentation) like paper size, orientation, etc.
3. From the File menu choose the **Card Setup**. The selected printer dialog box appears.
4. Set the card orientation to Portrait or Landscape and select the correct card size. The paper section displays the paper size you defined when setting your printer properties (see above, steep 2). The Card Software allows you to print both sides of the card on the same page (when using paper), for that select 2 in the cols section.  
The *Card Software* allows you to print several cards by page (when using paper) for that select the number of rows to print (max 5).

## Print to a Specific Printer (via DCL)

Specific printer is a printer to which the *Card Software* communicates through DCL - Direct Language Command.

## Specific Printers

**The available specific printers are:**

**Apprint series** - see Appendix B1 for more information

**Atlantek series** - see Appendix B2 for more information

**CIM series** - see Appendix B3 for more information

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**Digicard series** - see Appendix B4 for more information  
**Eltron series** - see Appendix B5 for more information  
**Fargo series** - see Appendix B6 for more information  
**Magicard series** - see Appendix B7 for more information  
**NBS series** - see Appendix B8 for more information  
**New Hermes series** - see Appendix B9 for more information  
**Nisca series** - see Appendix B10 for more information  
**Polaroid series** - see Appendix B11 for more information  
**Printherm series** - see Appendix B12 for more information  
**Ulrich series** - see Appendix B13 for more information

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