



Introducing the World...
One Name Badge at a Time®

Badge Printer

Version 3.x

User's Guide

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Introduction

Description

Badge Printer is a Microsoft® Windows® program designed to print images and text for personalizing a name badge in a consistent manner. It is capable of printing to a variety of print devices that have been designed to work with The Cawley Company's name badge processes (*i.e.* DataCard, Brother P-Touch, Inkjet, and Laser printers).

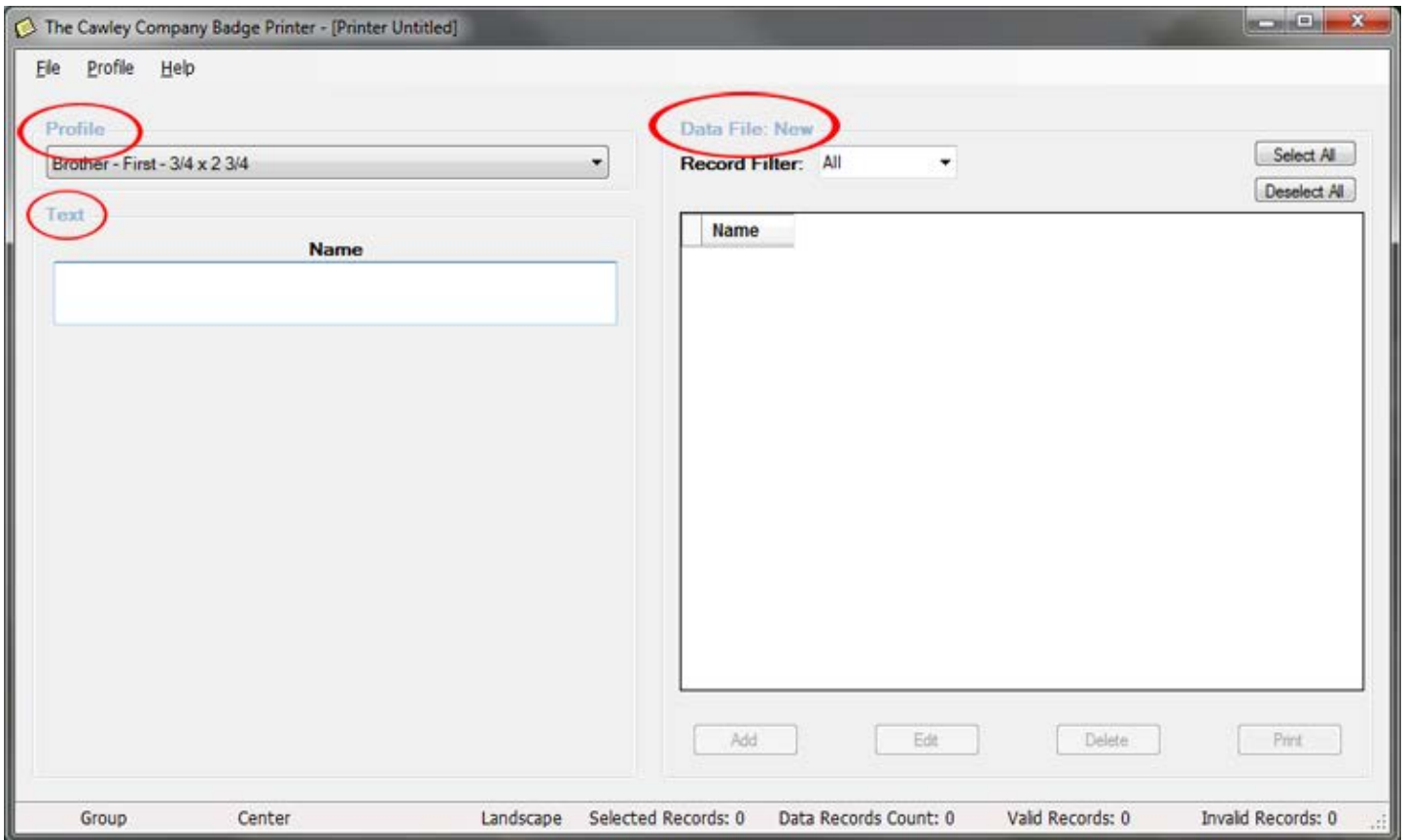
It utilizes a badge printing *profile* to define how and where the text and/or image is printed in order to maintain a consistent look for a corporation. This allows the corporation to specify exactly the font typeface, style, format, case, and size of text. There are also options for predefined text values and image entry. The profile is then distributed with the software and eliminates deviations in printing.

Badge Printer utilizes auto-reduction in order to manage the font size for longer text. This allows the font size to be appropriate for the length of the text being printed. The levels of auto-reduction are defined within the profile.

System Requirements

- Windows® XP / Vista / 7 / 8 (32 or 64 Bit)
- .Net Version 3.5

Main Window Layout



Sections

- Text** - This section can be used for data entry and edit. The background color will be **yellow** during an **edit mode**, **light blue** if the text is in an **auto-reduced** state, and **red** if the text is **too long** to fit with the current profile. After you enter in your what you want to print, hit the Add button to move it to the Data section
- Data** - Displayed in the right portion of the window will be the list of data items for the data file that is open. The “Data” label at the top of this list will show the name of the open data file. Items within this list can be selected to print, edit, export, delete, etc.
- Profile** - Profiles are selected here, with the current profile in display. Profiles define how the badge is to be printed (e.g. number of lines, font selection, etc.).

Installation

Program Installation

Whether you download the program or have a CD, to begin the installation process double click on *Setup* and follow the on screen instructions. After the software is installed you will need to install the profile.

Profile Installation

A profile is necessary for the Badge Printer software to work. The profile file will be located in the "Profile" folder with your installation files.

1. Select "Add..." under the "Profile" menu (A standard Windows file open box will appear)
2. Select the drive and the folder the profile is stored in
3. Select the profile you want and click open

Font Installation

If a special font is used with a profile, we will provide a file that contains this font. The font file will be located in the "Font" folder with your installation files:

1. Right-Click on the font file and click Copy
2. Click the Start button
3. For Windows XP click run, For Windows Vista / Windows 7 click in the "Search programs and files"
4. Type in "Fonts" and click on OK (Fonts window will open)
5. Right-Click in the Fonts window and click paste
6. Close the fonts window after the fonts are copied in

Support

If you have any questions or comments please feel free to contact Cawley at 800-822-9539.

Getting Started

Profiles

Profiles are used to define the print layout. Only one profile may be selected (active) at any particular time, so the profile sets the stage for what you are going to be working on. You may have several profiles that were provided for your use, depending on what you may need to print, but you may only select one at any time. The first thing that you should do is to select the profile that would be suitable for the printing that you want to do.

Example: Let's say that you have profiles for both a 2-line layout and a 3-line layout. You need to print 8 badges with 2 lines and 4 badges with 3 lines. You would choose one profile (we'll choose the 2-line for purposes of this example), enter the text for the 8 badges, print these badges, and then save this set to a file, if you want to keep it.

You would then select New from the File menu to clear out your data list and select the 3-line layout profile from the profile list. You could then enter the text for the 4 badges, print these badges, and then save this set to a file, if you want to keep it.

Profiles can range from one to four lines of text. The layout of the lines, size of the lettering, type style, etc. can all vary between profiles. Profiles tell the printer how to print the text (data) that you have entered.

The profiles that were sent with your software should have been installed during the program setup. If you ever need to add additional profiles or remove profiles from your selection, you can do this by making the appropriate selections under the Profiles menu.

Text Entry

After a profile is selected for use, the number of text entry boxes that will be active for input will match those for the profile. Text that you want to print on a badge may be typed directly into these boxes and then added to the data list. The widths of the text boxes represent the area that you have for typing in characters.

With an auto reduction profile selected, the type size will automatically reduce to the next lower size when you have exceeded what will fit at the current level. The background color of the text entry boxes will change to **light blue** to indicate that you are in a **reduced** print. Once you have exceeded what will fit, the background color will change to **red**. **Red items need to be corrected before they will go through the print process.**

Verify Text

Verify text is a process that compares the text in the data list to the currently selected profile, in order to verify that it will print correctly (fit). If you have entered all of the data manually using the text entry as described above, verification is done on the fly, and this process would not have to be run separately. This is mostly useful for data that is brought into the program using the import function. You can view the records that are invalid by selecting the “Invalid” option under the Record Filter on the main screen.

Edit

You may edit any item displayed in the data list. You may only edit one item at a time. When you click Edit, the item will be removed from the list and placed in the text entry boxes for you to work on. The background color of the boxes will be **yellow** to indicate that you are in **edit** mode (unless you are in a **reduced** print level, which would have a **light blue** background or you have text that is **too long** to fit, which has a **red** background) and the screen selections will be limited to saving your changes or canceling the edit.

Delete

The delete button will delete the items that are selected (highlighted) in the data list.

Print

You can print any or all items that are shown in the data list by first selecting the ones that you want to print and then clicking on the Print button. To select all entries click the “Select All” button. To select certain entries, hold down the CTRL button and click each entry.

Importing Data

Process

Importing allows you to bring in data that was entered in a different program. The file that is used for importing must be formatted as described in the section below. If the data window is not already empty, you will be prompted to save any changes before importing because it will bring the data into a clean screen.

File Format

The data file must be a text file (also called ASCII file) with each field separated by a comma. This is commonly referred to as a CSV (comma delimited) file and is commonly found on export options for database programs.

Example: ALISON ASHMORE,HOSTESS
ROB GORDON,MANAGER

Keeping Data

Save and Save As

Saving a data set saves the list of items displayed in the data window and the name of the profile that was used with the data. This information is written out to a disk location of your choice and can later be brought back in by using the Open menu selection.

Open

Opening a file brings in a Cawley Badge Printer data set that was previously saved using the Cawley Badge Printer program. The profile that was used with this data set when it was saved will also be selected as the current profile once the file is read in. If that profile is no longer installed in the program, you will be given a warning message to indicate that a new profile must be selected for use with this data set.

This function brings in data to a fresh screen so you will be prompted to save any changes you may have made to the data list before it is cleared out.

Export

This function allows you to select one or more items in the data window and move them to a CSV (comma delimited) data file of their own. This could be most useful if you print a large group of items and you are notified at the end that several items did not print because they did not fit the profile. These items will already be highlighted (selected) and can then be exported to a separate data file to resolve at a later time (most likely by either shortening the text or using a different profile).

Merge

This function takes the data displayed in the data window and merges it into an existing Cawley Badge Printer data file.

New

This option clears out the screen to prepare for a new set of data to be entered. You will be prompted to save any changes you may have made to the data list before it is cleared out.

Printer Setup

To get to this screen click File – System Manager Functions – Printer Setup

Selected Printer

Used to change the printer selection for the current profile.

Be aware that in some cases the quality of the printer can affect the quality of your results. Also, if you are using sheet material, you should use a straight-through feed setting on your printer, if it is available.

Consult your printer manual for specific directions on the proper way to feed thicker material with your printer.

Printer Alignment

These settings can be used to adjust the alignment differences between printers. The *Placement* values adjust the starting position of printing on a page while the *Separation* values adjust the separation between rows and columns on a page.

These values are in inches. The vertical placement option moves the printing up and down on the badge while the horizontal option moves the printing left and right.

- To move the printing **up** you need to **subtract**, in inches, the amount you want to move the printing up from the **vertical placement** option.
- To move the printing **down** you need to **add**, in inches, the amount you want to move the printing down from the **vertical placement** option.
- To move the printing **left** you need to **subtract**, in inches, the amount you want to move the printing left from the **horizontal placement** option.
- To move the printing **right** you need to **add**, in inches, the amount you want to move the printing up from the **horizontal placement** option.

Test Print

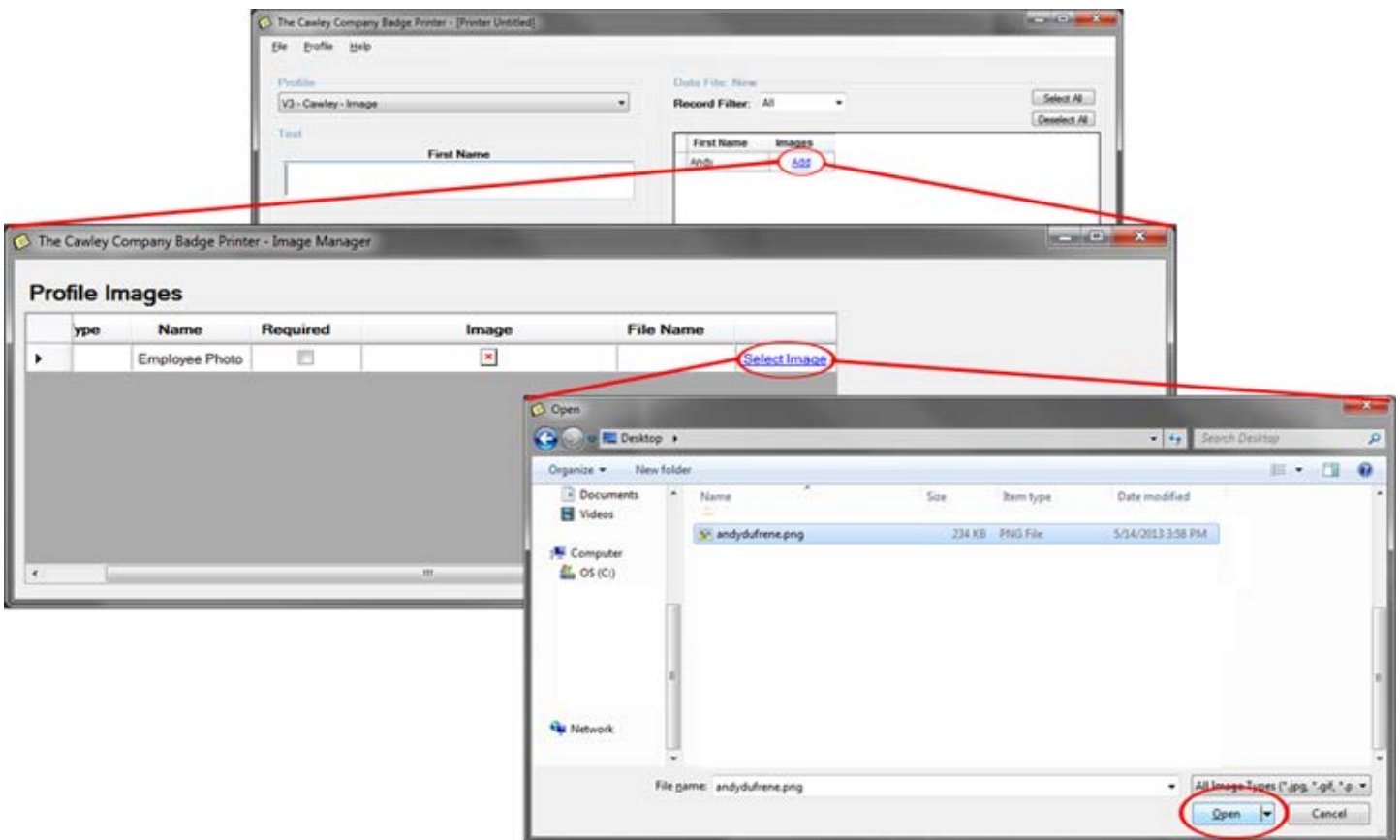
This can be used to print a test page for alignment verification.

It is best to use a plain sheet of paper for the test page and then hold it up to the sheet of badge material to check the alignment, when using sheet fed material.

Working With Images

• Images

1. To add an image click “Add” button in the Images column under “Data File” (The “Profile Images” window will open)
2. Click “Select Images”
3. Navigate to the image you would like to add, highlight it, then click “Open”
4. Click “Close” on the “Profile Images” window
5. Repeat steps 1-4 for any other badges you would like to print
6. To print badges, click “Select All” then click “Print”



• Multiple Images using Image Regions

1. To add an image, click “Add” button in the Images column under “Data File” (The “Profile Images” window will open)
2. Click “Select Images”
3. Navigate to the image you would like to add, highlight it, then click “Open”
4. If you’d like to add another image click the “Add Row” button
5. When you are finished adding images click the “Close” button
6. Repeat steps 1-5 for any other badges you would like to print
7. To print badges click “Select All” then click “Print”

