

Manual for the

Securit[®] 6000

Card design Software

April 2002



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1. SOFTWARE LICENSE AGREEMENT

1.1 Acknowledgement

At Securit World, we are committed to design and develop the highest quality software and services.

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

1.2 Copyright

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1.3 Trademarks

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1.4 System requirements

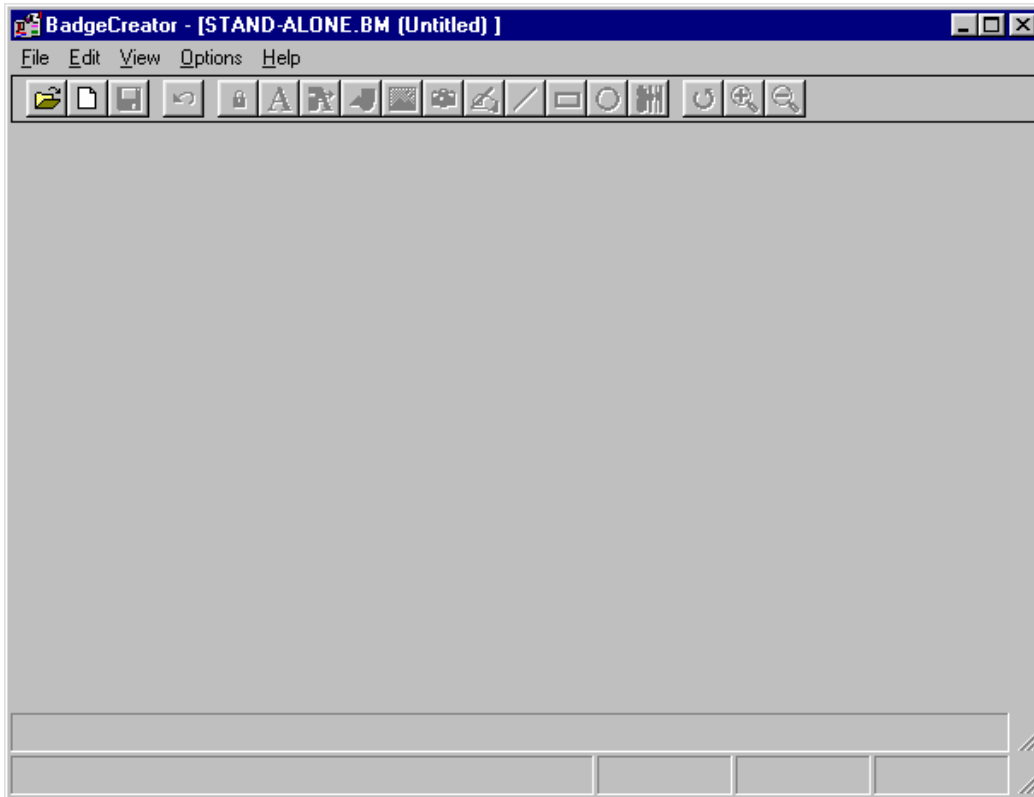
BM6000 requires Microsoft Windows 95/98, NT4.0 or higher to run and can be used on any IBM compatible computer that meets the following minimum requirements:

- Pentium 233 MHz Processor or better;
- 540 Mb Hard Disk or bigger;
- 64 Mb Internal memory or more;
- SVGA 800x600, 64K colours.







2. THE CARD DESIGN MODULE (BADGECREATOR)

From the 'Card details' window the card design module can be accessed. Clicking the 'Layout' button can do this. The following dialogue will be displayed:















From this dialogue all options are available to create a card layout. Most of them can be accessed easily by clicking a button on the toolbar. The following options are available in the toolbar:



- 
Open layout Open an existing layout
- 
New Layout Create a new layout
- 
Save Layout Save the current layout
- 
Undo Undo the last action



| | | |
|-------------------------------------------------------------------------------------|----------------------|-----------------------------------------------|
|  | Lock items | Lock items from moving them by mouse |
|  | Add text | Add static text |
|  | Add data | Add dynamic text (from a database field) |
|  | Add logo | Add a logo |
|  | Add image | Add an image to the layout |
|  | Add line | Add a line |
|  | Add rectangle | Add a rectangle to the layout |
|  | Add circle | Add a circle |
|  | Add barcode | Add a dynamic barcode to the layout |
|  | Front/back | Switch between the front and back of the card |
|  | Zoom in | Zoom in on the badge |
|  | Zoom out | Zoom out from the badge |

In the following paragraph, these options will be described more detailed. The options that are not accessible through the buttonbar will also be described.



2.1 Creating a new layout

Select 'New Layout' from the 'File' menu to create a new layout. The following dialogue will be presented:

The screenshot shows a Windows-style dialog box titled "New Badge Layout". It has two tabs: "Layout" (selected) and "Paper". Under the "Layout" tab, there is a text field for "Name" containing "Loyalty card". Below this is a checkbox labeled "Include Back Side" which is currently unchecked. There are two buttons: "Background Color Front" and "Background Color Back", each followed by a color selection box. Below these are four dropdown menus: "Magnetic Stripe Positioning" (set to "No"), "Chip Positioning" (set to "No"), "Chip type:" (empty), and "Number of pins:" (empty). At the bottom of the dialog are "OK" and "Cancel" buttons.

2.1.1 The 'layout' tab

Under 'Name' you can give in a short description of the layout. This name will be presented in the layout selection dialogue box when printing a card.

When you check the option '**Include Back Side**' you can create a double-sided layout. For the back of the card, you have the same options as for the front (text, logos, barcode, photos etc.). Only use this option if your printer supports double-sided printing. If your printer does not support double-sided printing and you would like to print the back of the card too, you have to create a separate (single-sided) layout and print the back separately.

When you click '**Background Color Front**' you will get the Windows color selection dialogue to select a color as a background for the front.

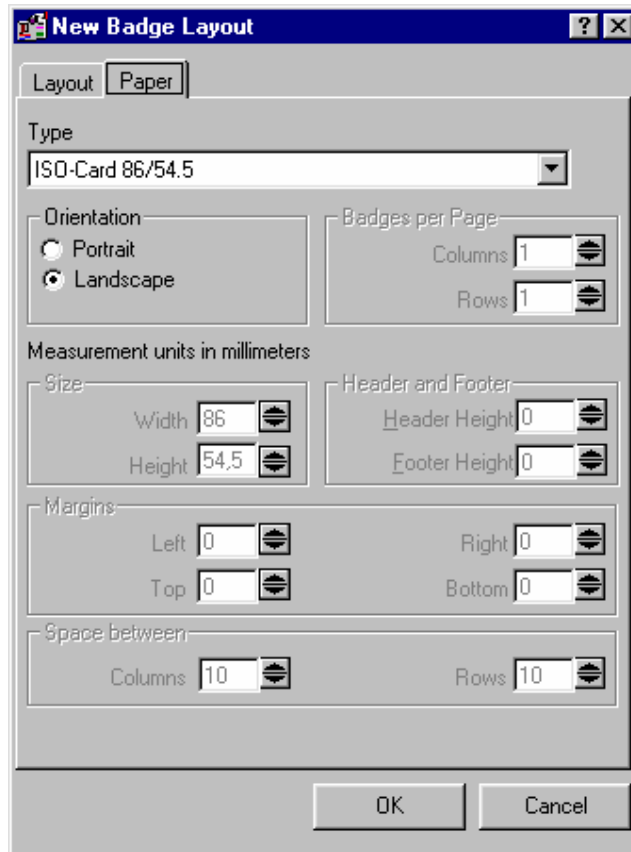
The option '**Background Color Back**' is only available if you create a double-sided layout.

When you activate the option '**Magnetic Stripe Positioning**' a black stripe will be displayed on the back of a double side ISO format layout to indicate the place of the



magstripe on the card. You can select ‘Top/Right’ or ‘Bottom/Left’. The option ‘**Chip Positioning**’ does the same for the chip, with the difference that for the chip you can select if you want the chip position on the front or the back. Furthermore, you can select the chip type and the number of pins of the chip.

2.1.2 The Paper tab



Under ‘**type**’ you can select the card format. The format ISO-Card 86/54.5 is the most current one. If your printer cannot print an ISO card from edge to edge (full bleed), you can select another type, or give in the printable area of the card for the type ‘manual size’. If you want to print the information from more than one record on a sheet of paper, you can use the A4 option (record/picture book). Depending on the number of columns and rows the sheet will be divided in parts of the same size.

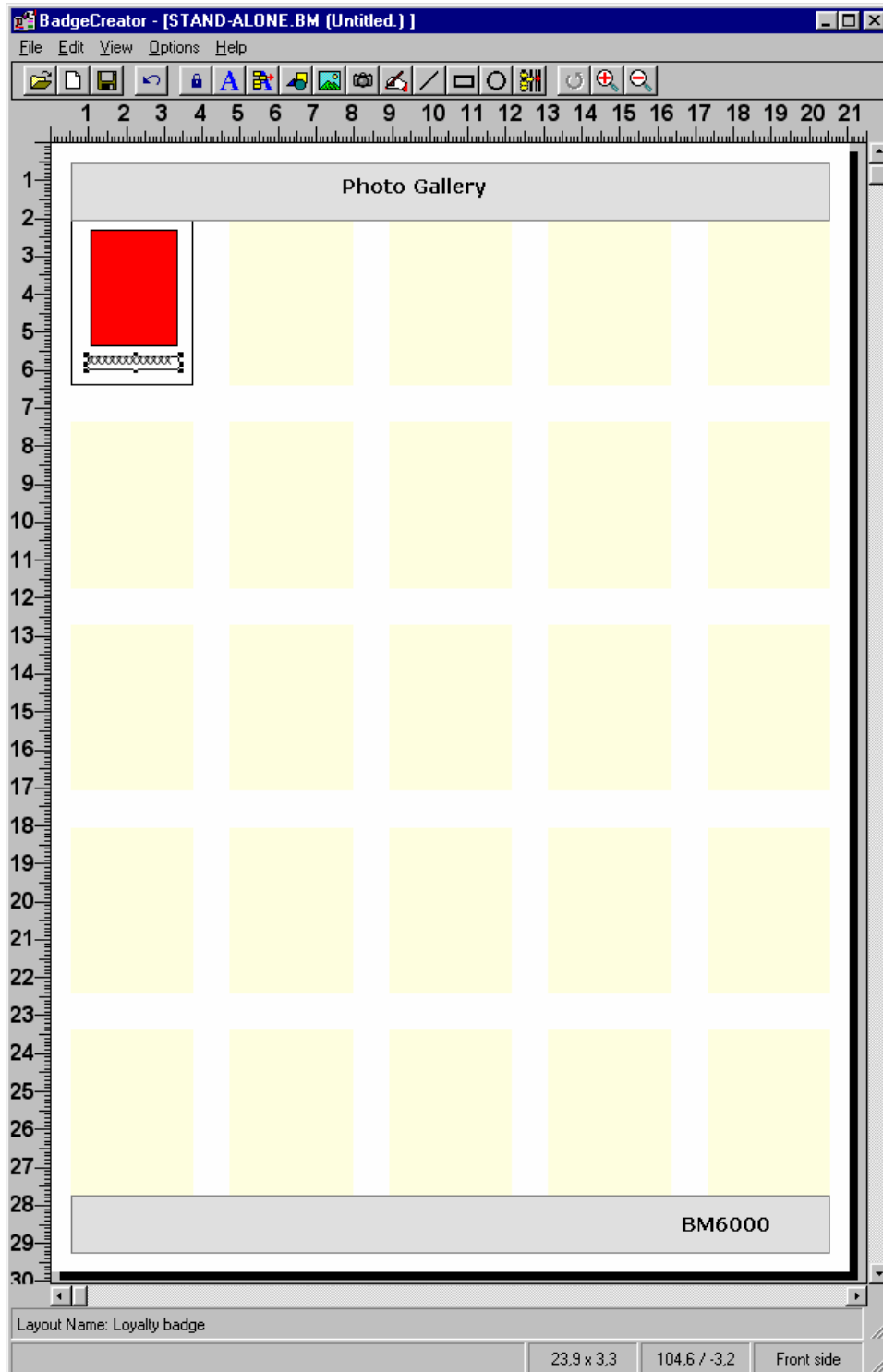
Click ‘OK’ if the information is filled in correctly. Now you will come in the card design window.

Photo Gallery option

When you use A4 as badge type, it is possible to create a photo gallery. On one sheet you can print several photos. The number of photos you can print on one sheet is the product of the number of rows and the number of columns.



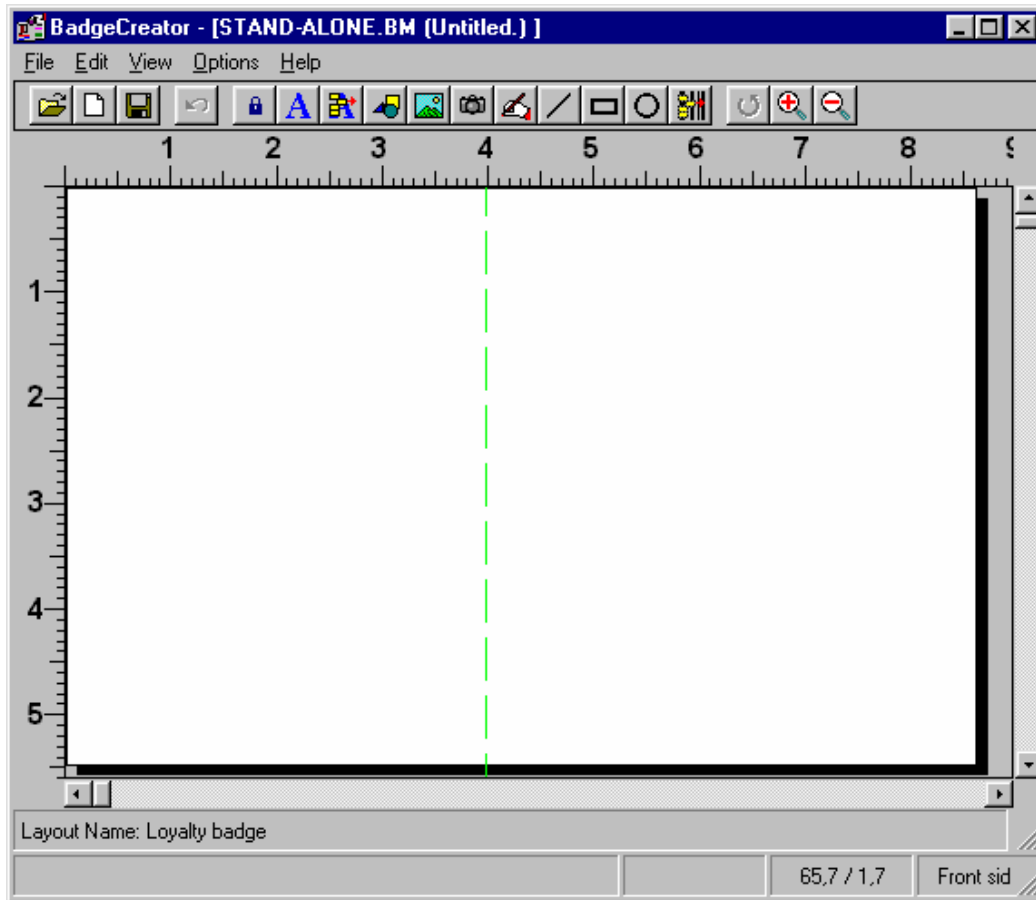
A header and footer can be added to give the photo gallery a name. Note that for the header and footer only static data can be used.





2.2 The card design window

When the general card settings have been created, you enter the card design window:



The selected card format will be visible in this window. On the horizontal and vertical axis the size of the card is displayed in centimeters. You can zoom in or out on the layout by using the Shift F11 or Shift F12 key combination or by clicking the zoom buttons on the right of the button bar.

Lock items

This option can be found in the 'Edit menu' and in the button bar. You can use it to lock the position of the items on the badge. This will prevent the items from moving when you click on them and move the mouse by mistake. It will remain possible to reposition them by double clicking and filling in other values on the position tab.

Undo

Use this option (from the 'Edit menu') to undo the last action. You can undo one action.



Tip: If you have to experiment a lot with different versions of the same layout, it is best to save these different versions under another name (e.g. combination of the name with a version number).

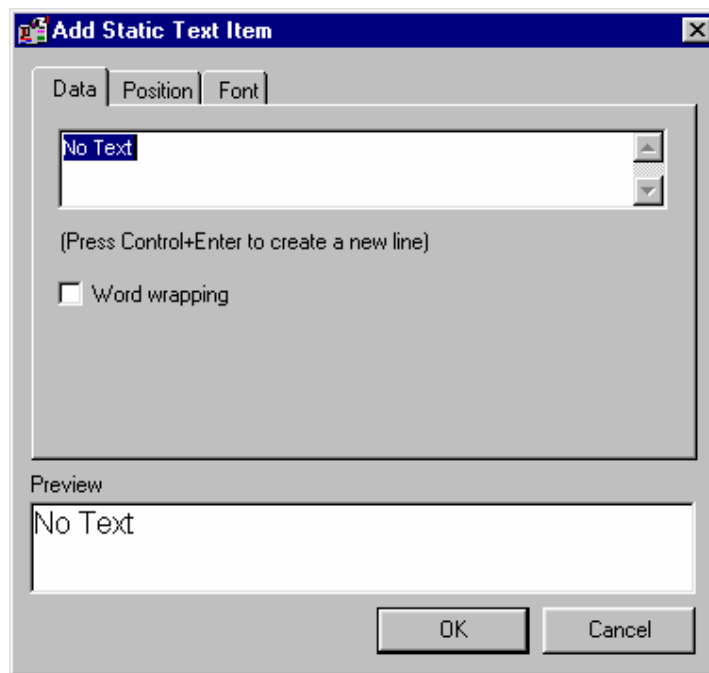
In this window you can add all (graphic) layout items. You can do so with the ‘Add’ option from the ‘Edit’ menu or by using the buttons in the toolbar.

Image

This option is meant for other image types than a photo that are linked to a record.

Static Text

Static text is a text you can add manually to your layout. It is fixed for every printed card. When you use this option, the following dialogue will be displayed:



Under ‘data’ you can replace ‘no text’ by the required fixed text. You can only enter one line at a time. If you need more lines of text you can enable ‘**word wrapping**’ when the text does not fit on one line it will automatically continue on the next line (depending on the size of the text box).

Under ‘position’ you will find the following options:

Edit Static Text Properties [?] [X]

Position | Data | Font

X start: 10,0 Width: 50,2
Y start: 10,0 Height: 10,0

Layer: 0 AutoSize

Orientation: 0

Clipping

Preview

ScreenCheck Loyalty Card

OK Cancel



Xstart: startposition of the text box on the X-axis in 10ths of a millimeter.

Ystart: startposition of the text box on the Y-axis in 10ths of a millimeter.

Width: width of the text box.

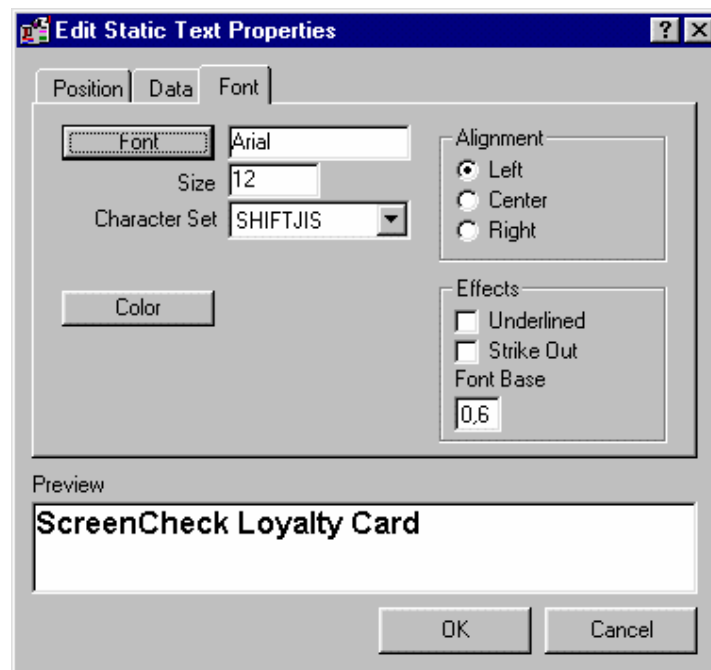
Height: height of the text box.

Layer: level on which the text item will be printed on the card. A layer with a higher number will be printed on top of a layer with a lower number. Note that items on a lower layer can become invisible

Orientation: texts can be rotated in steps of 90 degrees.

Clipping: If this option is enabled, text that does not fit into the text box will be clipped. In that way you will be sure that no text will run out of the text box and be mixed with other layout items. When you use italic texts or Arabic, it is advisable to disable this option.

Under the 'Font' tab you will find the following options:



Font: Displays the Windows font dialogue.

Size: Size as selected in the font dialgue (or default value).

Character Set: Select the required character set to use for the chosen font. This can be important if you want to use foreign characters.

Alignment: Chose to use left, center or right alignment.

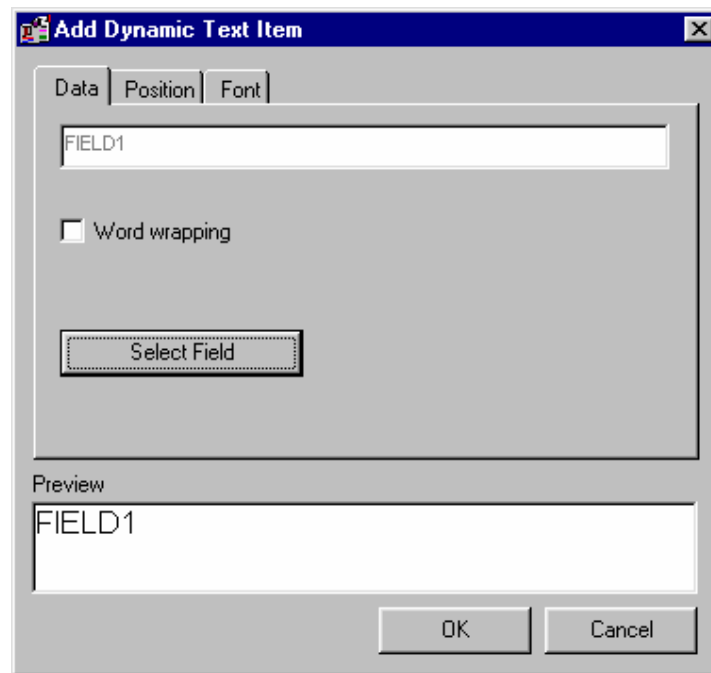
Effects: Activate to underline or stike out the characters. Also you can select here the fontbase (position of characters in respect of the lower side of the text box). Default value is 1.5 (mm). Increase this value for bigger font sizes and decrease this value for smaller font sizes.

Dynamic Text

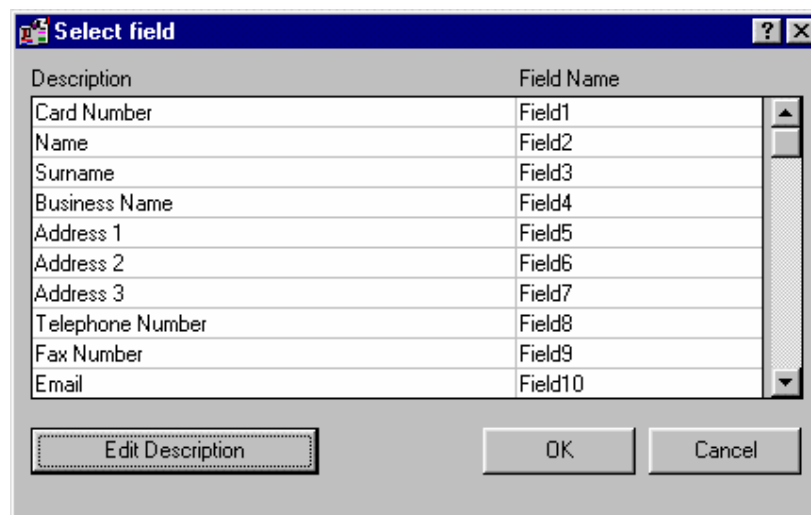
The dialogue for adding dynamic text is very similar to the one for static text (font tab and position tab are the same). The difference lies in the information tab. Here you



don't fill in static text, but you can select the database field of which information in the layout is required. There are 20 fields available for the layout.



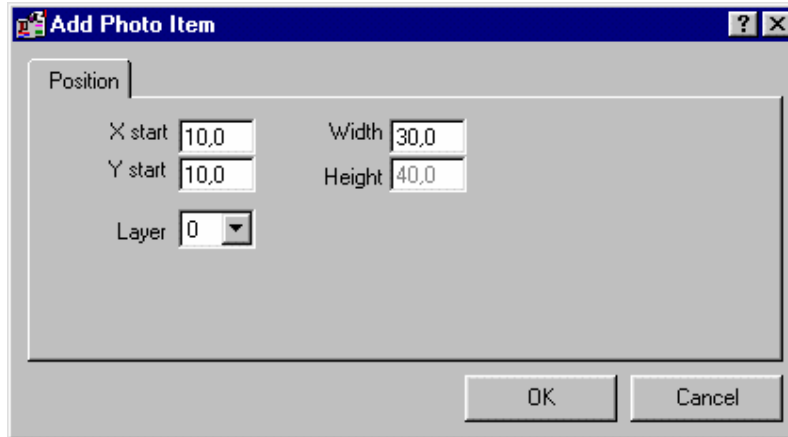
After clicking the 'Select Field' button, a list with the available fields will be displayed. These fields are numbered 1 till 20.



When you edit the layouts a lot, it is useful to give in a description for each field by clicking the 'Edit Description' button.

Photo

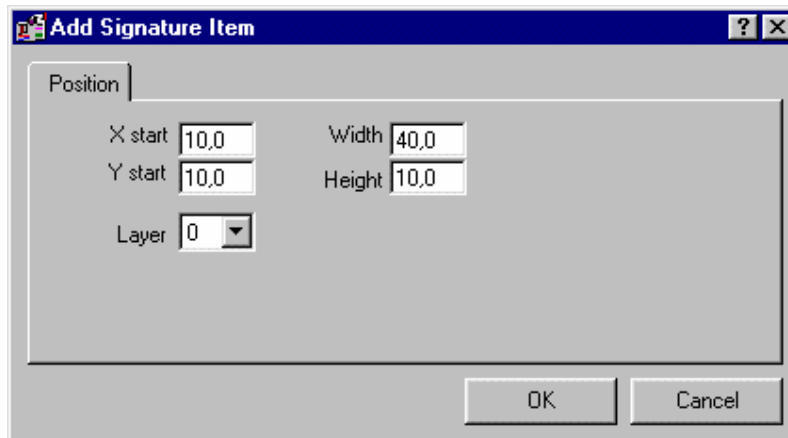
When you add a photo the following dialogue will be displayed:



You can select the start position (left top corner), the width and the layer on which the photo will be printed. The photo has the normal width/height ratio for passport photographs of 3/4. This means that you only have to give in the width, the height will be adjusted automatically.

Signature

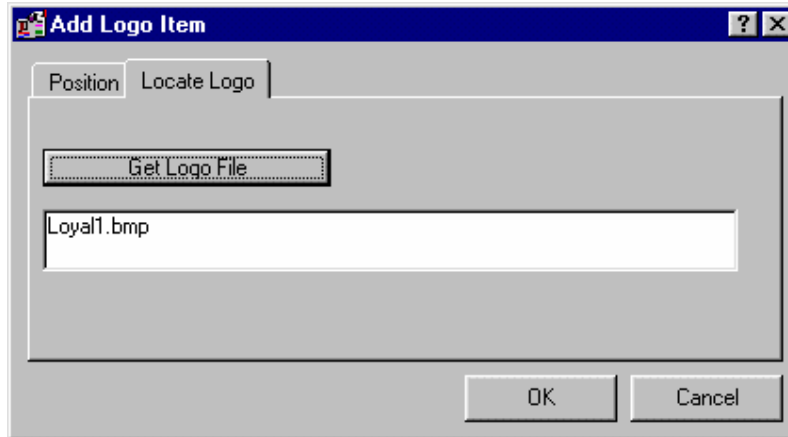
When you select this option the following dialogue will come up:



You can select the start position (left top corner), the width and the layer on which the photo will be printed. The signature has a width/height ratio of 4/1, but this can be changed by filling in other values for the width and height.

Logo

When you select this option the following dialogue will come up:



In the 'position' tab you can give in the start position (left top of the logo), the width, the height and the layer. Use scaling type to select whether you want the original size, a free size or keep the aspect ratio.

You can find a logo by clicking the 'Get Logo File' button. The Windows 'Open File' dialogue will be displayed. Select a logo file (in .bmp format) to add to the layout.

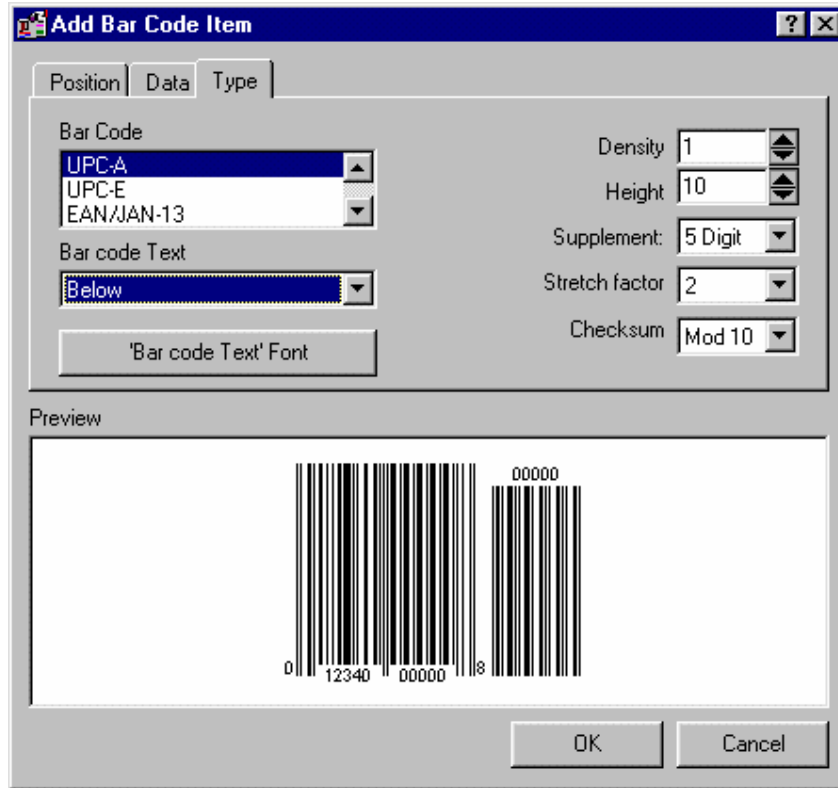
Note to save your logo files in the logos folder, otherwise you run the risk to accidentally delete your logo files from the harddisk. If an invalid reference to a logo file exists in a layout, the layout symbol is displayed on the place where the logo should be (in BC only).

Barcodes

With this option you can print a database field as barcode on the card. There are 21 different types available.

Use the 'data' tab to select a database field in the same way as for the 'add database field' option.

Use the 'type' tab to select a barcode and define the settings for it:



Under 'Bar Code' you will find a list with 21 available bar codes.

Under 'Bar code Text' you have the options 'Off = no text at bar code', 'Above= text above bar code' or 'Below= text below bar code'.

Use the 'Bar code Text Font' button to select a font for the text of the bar code.

Density: Use this option to select the density of the bar code. In sample in the lower part of the dialogue, you can see the effect of changing the density.

Height: Use this option to adjust the height of the bars of the bar code.

Supplement: For some bar codes a supplement is available. Use this option to select this supplement.

Ratio: Use this option to set the ratio between the thick and the thin bars. Available choices are: 3:1, 2.5:1 and 2:1. The option 'Ratio' is not available for bar codes with a supplement.

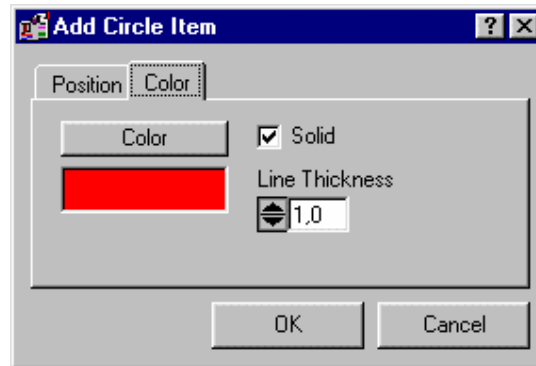
Stretch factor: In addition to the density we added this option to be more flexible on the small space available on an ISO card. With this option you can change the density more precisely. Because this option was added later, the effect is not visible in the preview of the bar code dialogue. However it is visible in the preview of BM6000.

Line, rectangle, circle.

You can add these items to split up a layout in different sections, to emphasize information or to create a coloured space on the layout. You can define the line thickness and colour of these 3 elements. For a rectangle and a circle it is also possible to fill the object with a colour.



Below you will find a sample based on a circle:



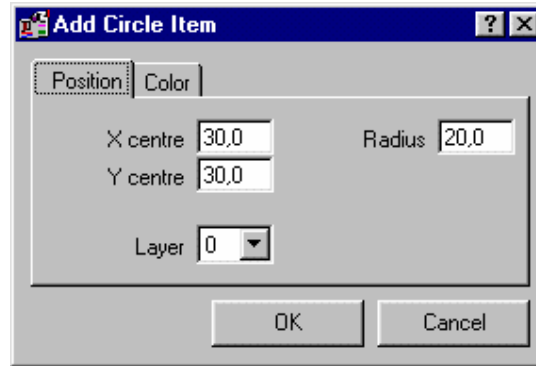
Color: The default value for the colour is red. You can select other colours by clicking the 'Color' button.

Solid: Select here if the space within the circle should be empty or filled up with the same colour.

Line Thickness: Use this option to select the line thickness (only when the 'solid' option is not used).



Under the 'Position' tab the following settings can be made:



X / Y centre: Give in the coordinates of the middle of the circle.

Radius: Indicate the radius of the circle in 10th of a mm.

Layer: Use this option to select the layer for the circle.

2.3 Mouse options in BadgeCreator

In BadgeCreator an existing layout item can be selected by drawing the cursor on this item and click one time with the left mouse button. A frame will be displayed around the item. When you move the cursor within this frame, the item will be moved along with the cursor. In the frame 8 small rectangles are displayed. When you draw the cursor on top of one of these rectangles, you can change the size of the item by keeping the left mouse button down and move the cursor.

When you double click on an item the edit dialogue for this item will be displayed.

When you click with the right mouse button on an item, the following menu will come up:

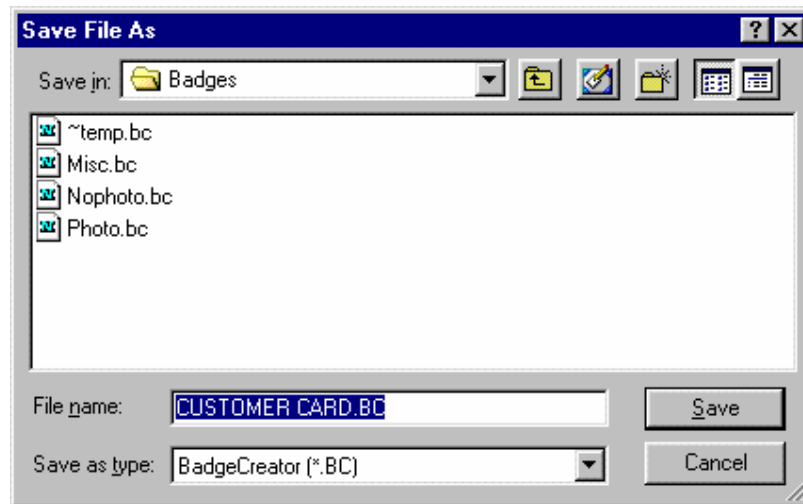


This menu is a short cut to a selection of options from the dropdown menus.



2.4 Saving the layout

When the layout is ready it can be stored by using the 'Save' option from the 'File' menu. When a new layout is saved, the 'Save' dialogue is identical to the 'Save as' dialogue:



BadgeCreator will suggest the layout description as indicated in the card settings as file name. You can change the file name, but we recommend to use the same name as the layout name as well as the file name to prevent confusion (the layout name is used in BM6000 to select the layout).

When you use the 'Save' option for an existing layout, no dialogue will come up. The latest version of the layout will be saved under the existing name. If you want to save an existing layout under another name (File|Save As), not only the file name but also the layout name (Edit|Badge Layout) must be changed. Otherwise duplicate names would appear in the layout selection list.

2.5 Removing an existing layout

The option 'Remove Layout' from the 'File' menu can be used to remove an existing layout. New layouts don't have to be removed. You can just exit BC or open another layout without saving the newly created one. The removal goes in two steps. You will be prompted first if you want to remove the layout from the project (the layout can be linked again by importing it). Then you will be prompted to remove the layout file from the hard disk. The file is now physically removed and cannot be retrieved anymore.

2.6 The advanced options of BadgeCreator

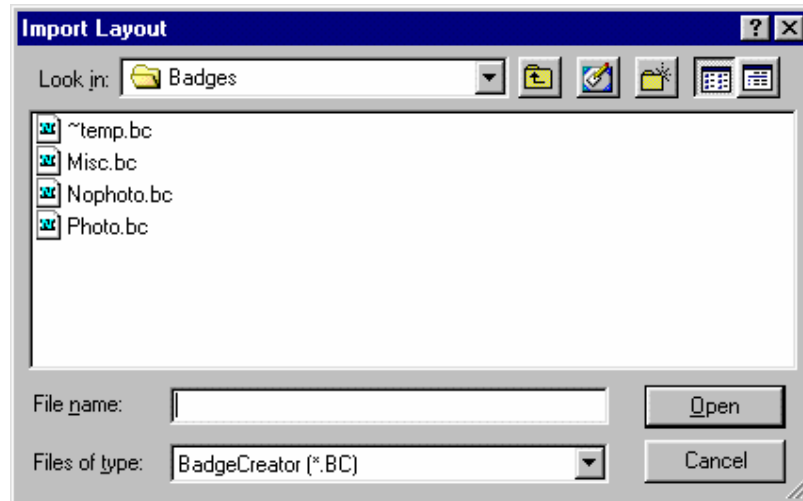
In this chapter the more advanced options that cannot be accessed through the tool buttons will be explained.



2.6.1 Importing a layout

In BC a layout can be imported that was designed somewhere else (for example at Securit World or on another BM6000 system) on condition that the layout name does not exist yet. In that case you will have to rename the existing layout first.

When you import a layout the following dialogue will come up:



Please select the layout you want to import. After selecting the file click 'Open'. Now you will be able to give in a new file name (or to select another folder if required) and save the imported file.

2.6.2 Language Setup

In BadgeCreator you can use different languages by selecting 'Language Setup' from the 'File' menu. The available languages will be displayed in the 'Language Setup' dialogue. Select the desired language and click 'OK'. Close and restart BC to activate the new language. By default the program will start in English.

2.6.3 Copying and pasting layout items

In BC it is possible to copy an item and paste it in the same layout (on both sides in case of a dual sided layout).

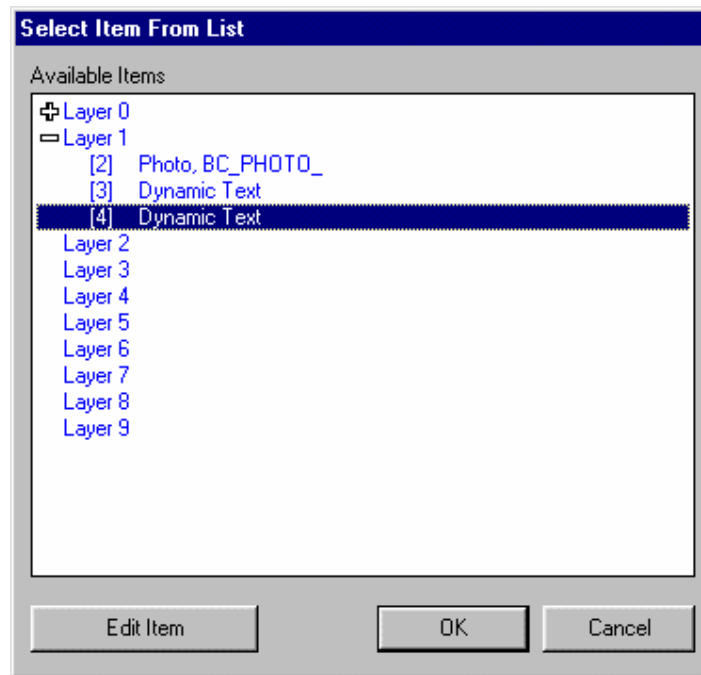
This option is useful when you need one item more than once on the layout (e.g. on both sides of the layout). Also if you want to take over the settings of another item, you only need to change the field (or text) and the coordinates.

You can copy an item by selecting it. Thereupon you select 'Copy' from the Edit menu. With the paste option you can paste the copied item into the layout. If you need the item on the other side, first select the side and then select paste.



2.6.4 Selecting an item

The most common way to select an item is to double click it with the mouse. However, when layout items are situated close to another, or the item to be selected is covered by an item on a higher layer, this sometimes is not possible. In that case you can select the item using the option 'Select item from list from the 'Edit menu'. The following dialogue will be displayed:



The available layers are presented in a list. A '+' sign in front of a layer means there are several items available on this layer.

Click on the '+' to display these items (the '+' changes in a '-').

Click on the desired item and then the 'OK' button to select it. If you want to edit the item, click on the item and then on the 'Edit item' button and then 'OK'.




2.6.5 Zooming in and out

You can display the layout bigger or smaller on the screen by selecting 'Zoom in' or 'Zoom out' from the View menu. You can do this also directly by pressing 'Shift F11' for zooming in or 'Shift F12' for zooming out.

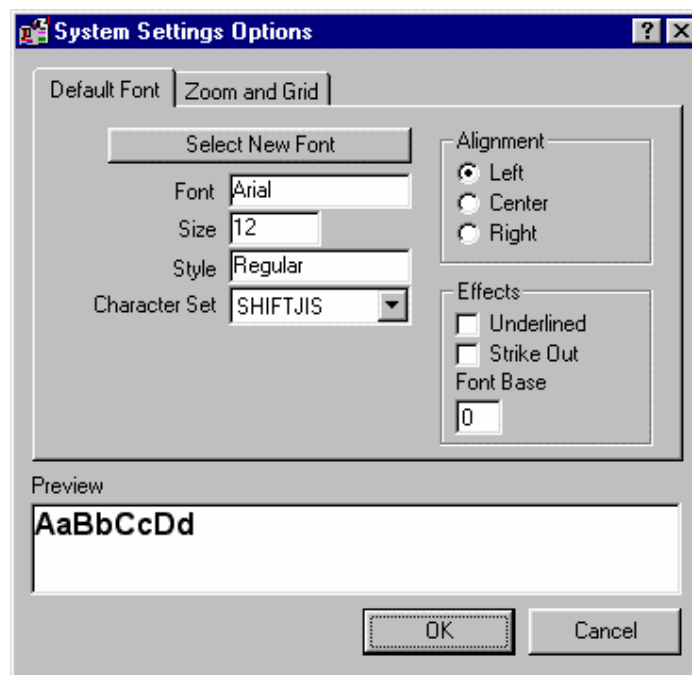
2.6.6 Select layout side

When you are creating or editing a double-sided layout, you can use the option 'Layout Side' from the view menu.

You can do this also with the change layout side button. 

2.6.7 The system settings

After selecting 'System settings' from the 'options' menu the following dialogue will be displayed:

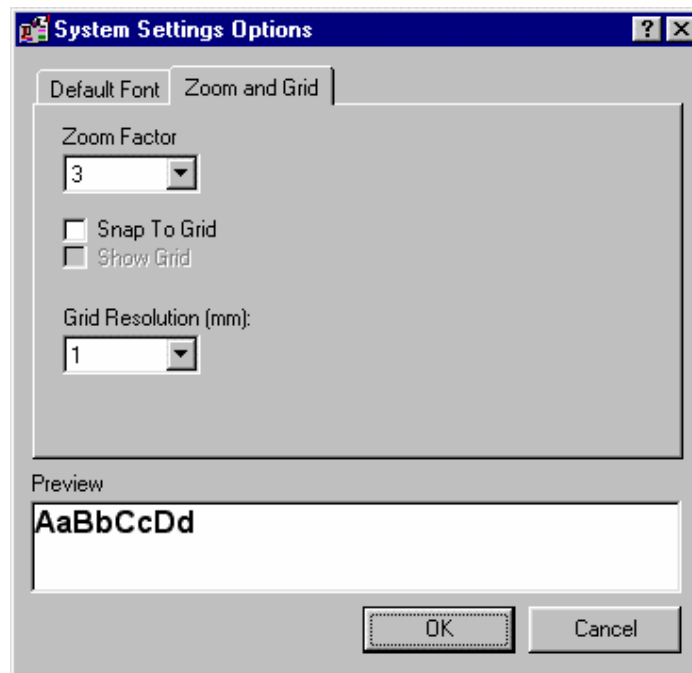


The first tab is 'default font', used for selecting the default font of dynamic and static text items or for selecting the default alignment (left, center, right) and effects (underlined or strike out).

The Font Base is the space between the bottom of a letter and the bottom line of the text box. This space is necessary for letters like 'g' and 'p'. The default value is '1.5' for a font size of 12.



Under 'Zoom and Grid' you will find the following settings:



The 'Zoom Factor' varies between 1 and 5. Increase this value to zoom in on the layout. You can also zoom in and out by using the key combination Shift-F11 and Shift-F12.

Snap to Grid: This option can be used for easy positioning with the mouse without having to type in the exact coordinates. The start coordinate of an item will always be placed on a dot of the grid. In this way an item can be positioned exactly under or next to each other.

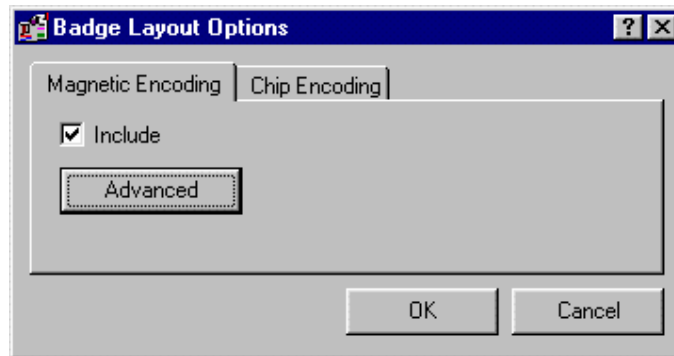
Show Grid: When this option is checked the grid will be displayed. The option 'Snap to Grid' is independent from the display of the grid. NB: The grid is displayed on the background of the layout. If you put an item on the layout that covers the complete surface of the card, the grid will not be visible anymore. When using the grid it is recommended to start with the text items.

Grid Resolution: Define the grid resolution by giving in a value (in mm) for the distance between the dots in the grid.



2.6.8 Encode settings

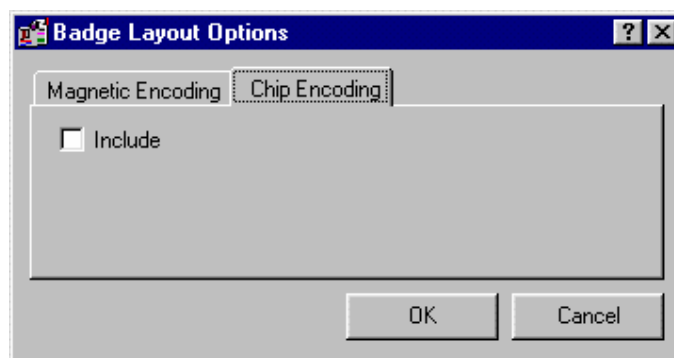
Select encode settings from the 'System' menu to define if you want to use magstripe and/or chip encoding.



When the 'include magnetic encoding' option is checked the application using BM6000 will also encode the card when it is printed (if a card printer with magstripe encode module is connected).

Click the 'Advanced' button to define:

- fill character: character used to fill up 'empty' positions
- fill to end: fill empty positions not only between items but also after last item till end of track
- end tracks: define which tracks must be encoded
- Magicard options: special options for Magicard printers



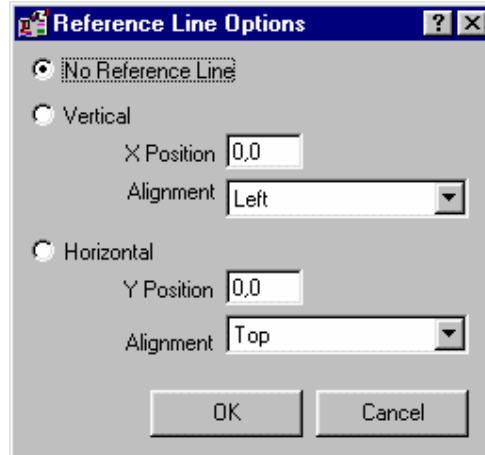
When the 'include chip encoding' option is checked the application using BM6000 will also encode the card when it is printed (if a card printer with chip encode module is connected).

NB: Do not forget to save the layout again after enabling the encode option.



2.6.9 Reference line

Use this option to define a horizontal or vertical reference line. These lines can be used to align items under or next to each other. This dialogue will be displayed:





For the vertical reference line you can define the x-coordinate and the alignment (the left side, center or right side will be aligned on the reference line).

For the horizontal reference line you can define the y-coordinate and the alignment (the top, center or bottom will be aligned on the reference line).

If you defined a reference line you can align an item by clicking on it with your right mouse button and select 'Snap to reference line'.

2.7 The Help menu

In the help menu you will find three options:

Help Index: Includes an overview of the available help items.

Help on help: Contains some general information how to work with help files.

About BadgeCreator: Displays information about the BC version number / license.

