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Cardmaker How2

Version 0. 1

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Revision History

Name	Date	Reason For Changes	Version
MDH	5-Nov-10	Initial document	0.1

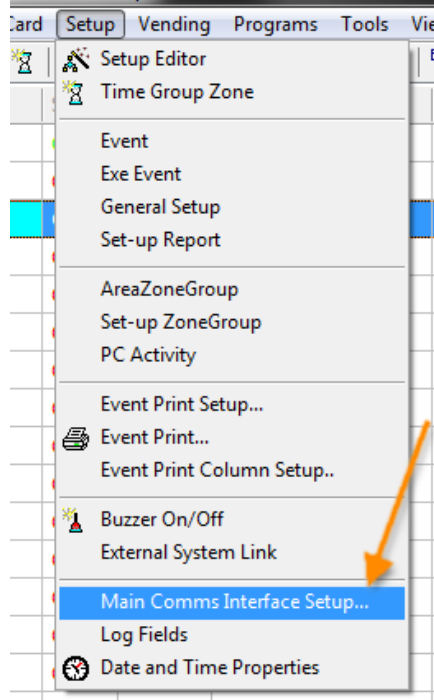
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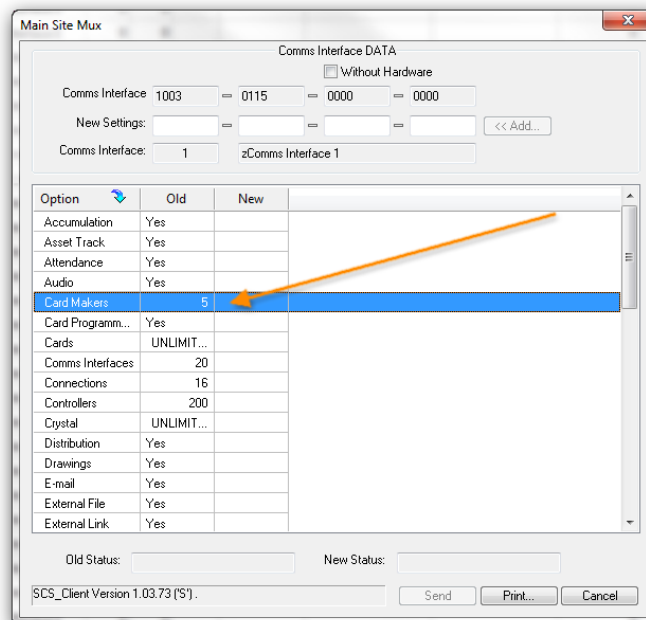
1. SCS_Cardmake first run

a. Checking for cardmake Keys

- i. In SCS_Client on the menu bar click, **Setup, Main Comms Interface setup.**

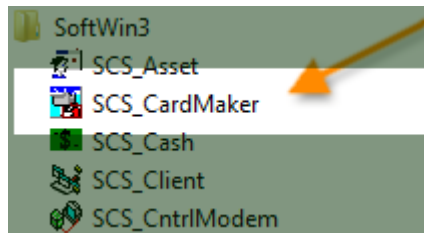


- ii. In Main Comms Interface setup locate cardmakers, this will show how many cardmakers are allowed on the site.

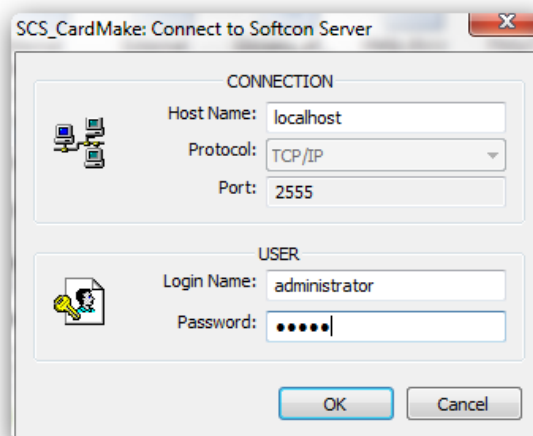


b. Starting SCS_Cardmaker

- i. From the start menu click on the SCS_Cardmake icon



- ii. The “Connect to Softcon Server” dialog is displayed, requiring the following settings
 - a. **Host Name:** This is the network name of the PC running SCS_Server
 - b. **Login Name:** This is the user account used to connect to the server. The default account is the Administrator account that has full access to the software.
 - c. **Password:** The default password for the Administrator account is Admin. Note that admin is spelt with a capital “A”. All passwords are case sensitive.



2. Designing a card label and inserting Images

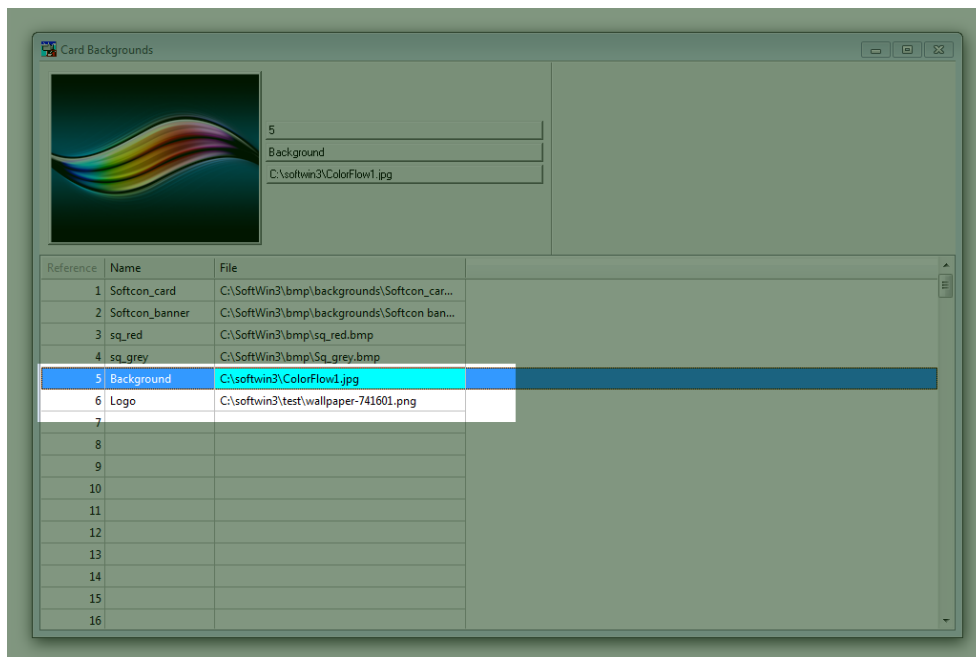
a. Inserting the background and Logos into Cardmaker

- i. To insert a background In Cardmaker click **setup, label library, card backgrounds, open.**
- ii. In the list displayed double click the first reference under the field **File.**
- iii. Click on the browse button



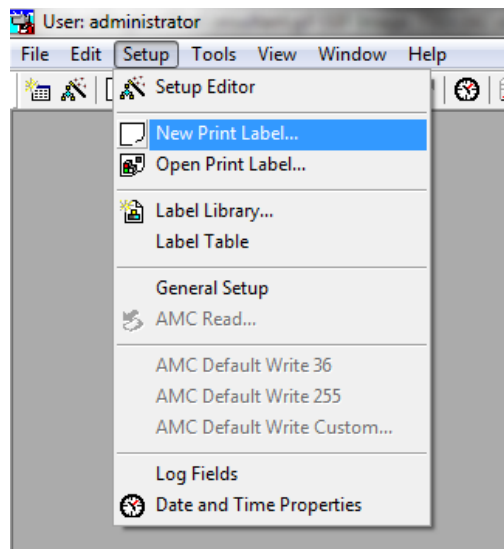
- iv. Browse to the location of the background, select it and click open
- v. Under the **Name** Field enter a name for this background
- vi. To insert a logo on the next available Reference double click in the file field and click the browse button
- vii. Browse to the location of the Logo, select it and click open.

viii. In the name field enter a name for the logo.

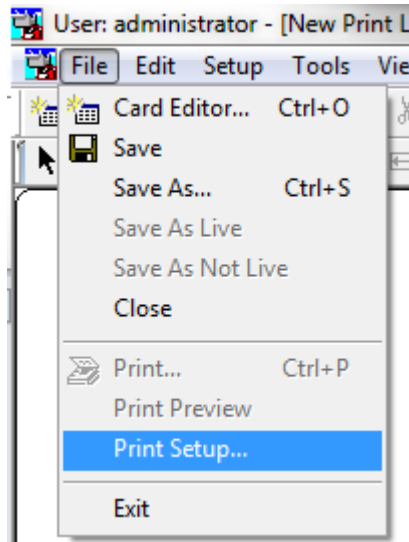


b. Designing the card label

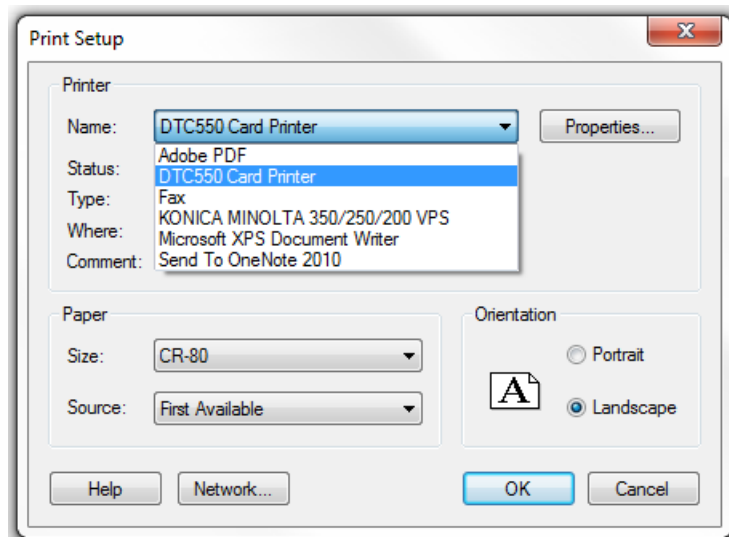
i. In card maker on the menu bar click **Setup, new print label.**



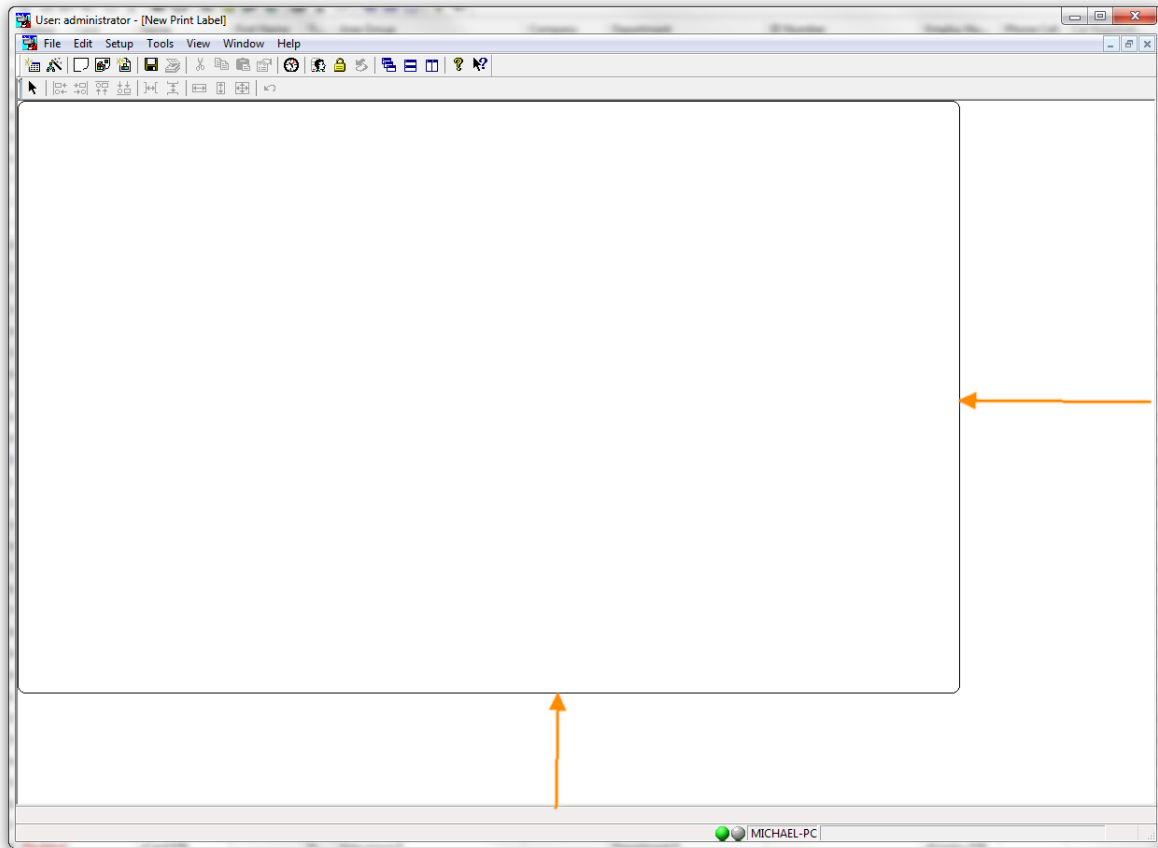
- ii. The new print label will appear.
- iii. On the menu bar click **File**, then **Print Setup**.



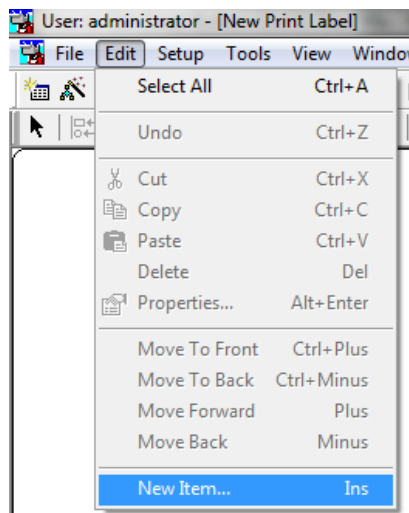
- iv. The **Print Setup** dialog box will appear.
- v. Select the card printer in the **Printer name** Drop down list.



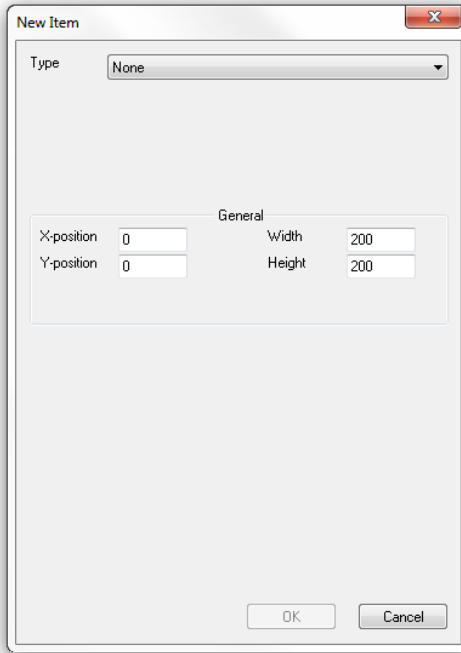
- vi. Click OK
- vii. The card borders should now be visible.



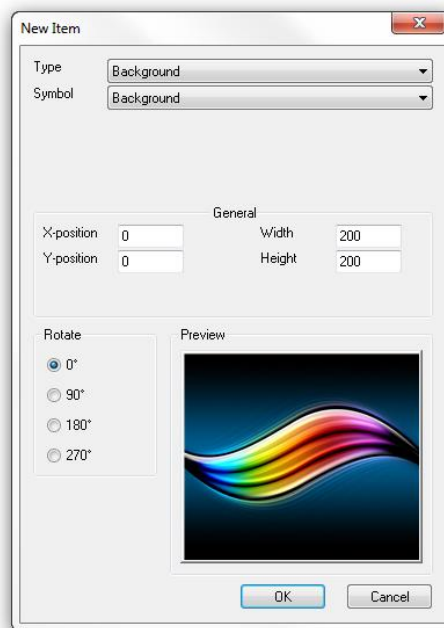
- viii. To insert a new item/object onto the card click on the menu bar **edit** then **New Item**.



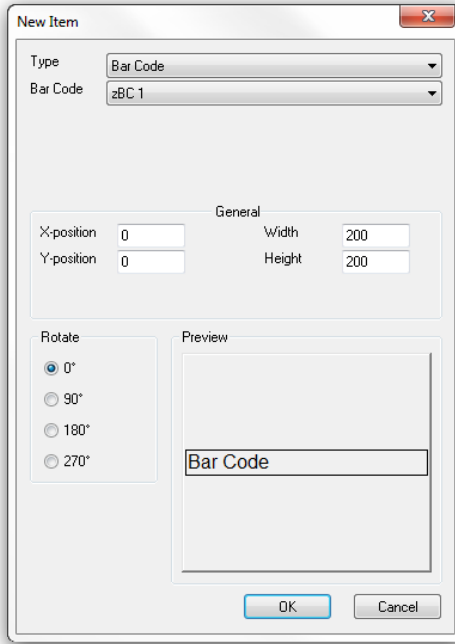
- ix. The New Item dialog box will pop up.



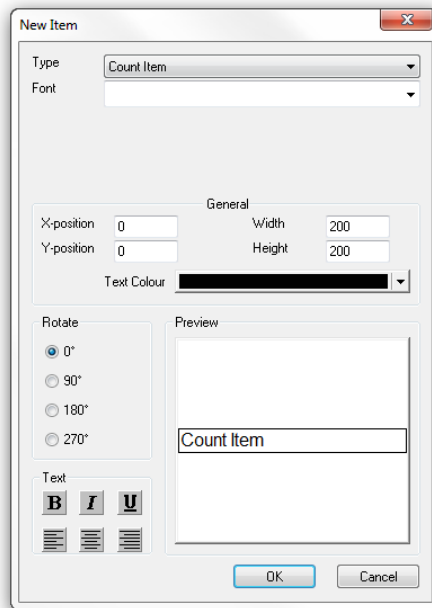
- x. In the **Type** Drop down list box select the Item needed.
 - 1. **Background:** a Background image for the card label.
 - a. Select the image in the symbol drop down list box



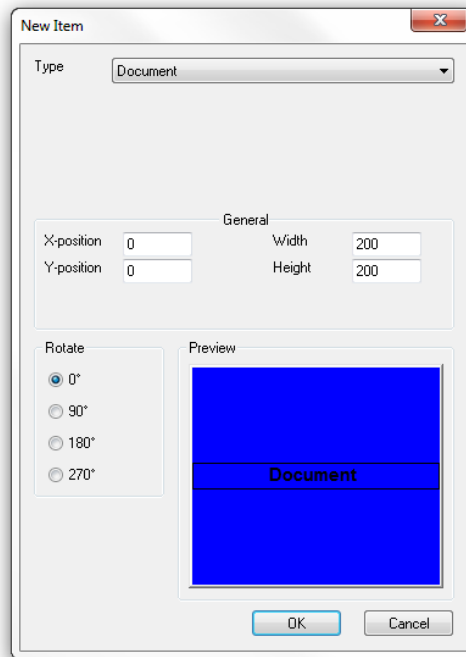
- 2. **Bar code:** Inserts a bar code on to the card. The bar code needs to be black.
 - a. **Bar Code:** Selects which bar code to use. The bar codes are configurable. See the section for bar code.



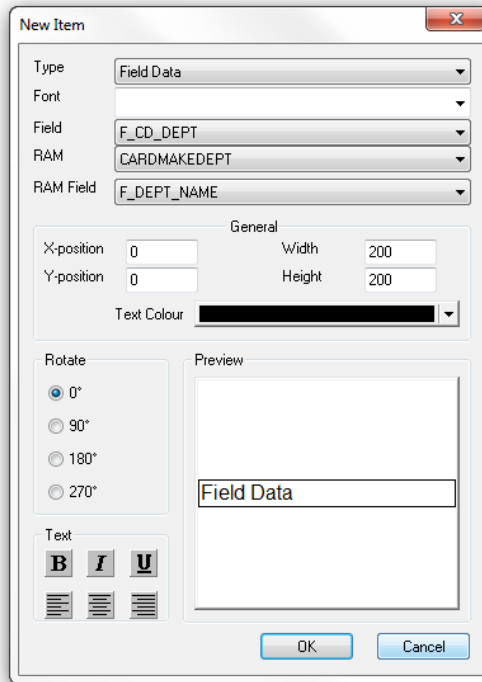
3. **Count Item:** A running number. When printing, the operator is asked for the start number and the total to print. If an invisible number is required, set no font or the size to zero.



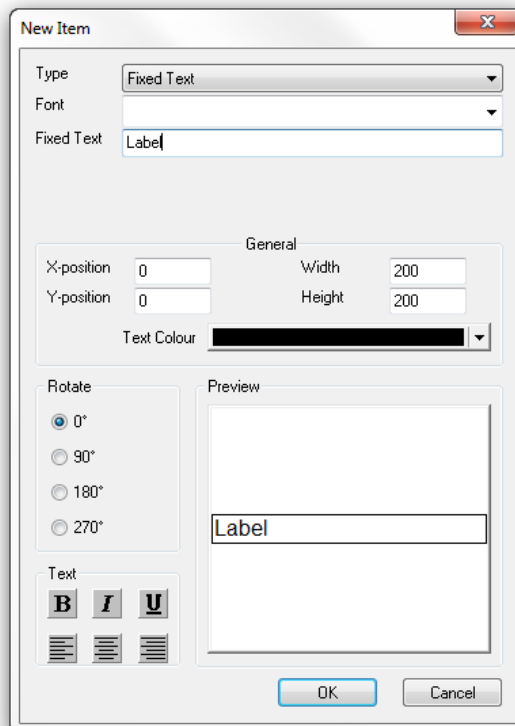
4. **Document:** Places the image in the document field in the card setup



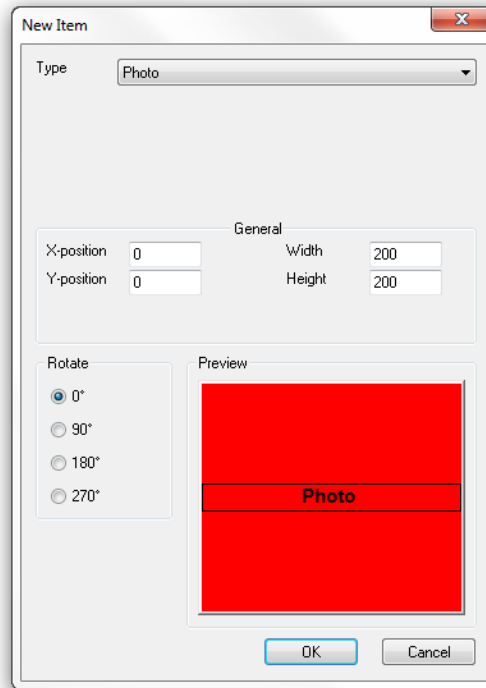
5. **Field Data:** Data from the card database selected for printing, e.g. the cardholder's name.
- Font:** Selects the font for the field
 - Field:** selects which field to display. If more than one field is add another field data.
 - Ram:** If the field data is a number when printing the card and it needs to be a name EG: department. Select the corresponding RAM.
 - Ram Field:** once the RAM has been selected this selects which field to insert. For example id the RAM selected is CARDMAKEDEPT then the RAM Field should be F_DEPT_NAME.



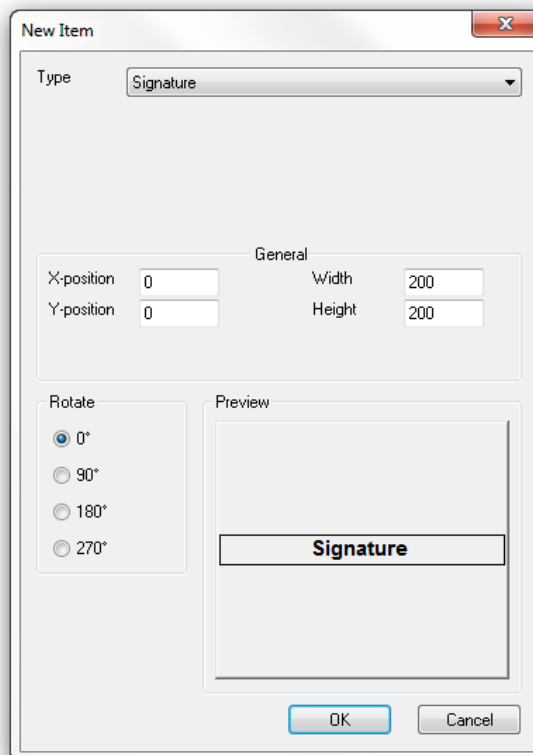
6. **Fixed Text:** Insert Text such as labels for items on the card label.
 - a. **Font:** Selects the font for the fixed text.
 - b. **Fixed Text:** Enter the text.



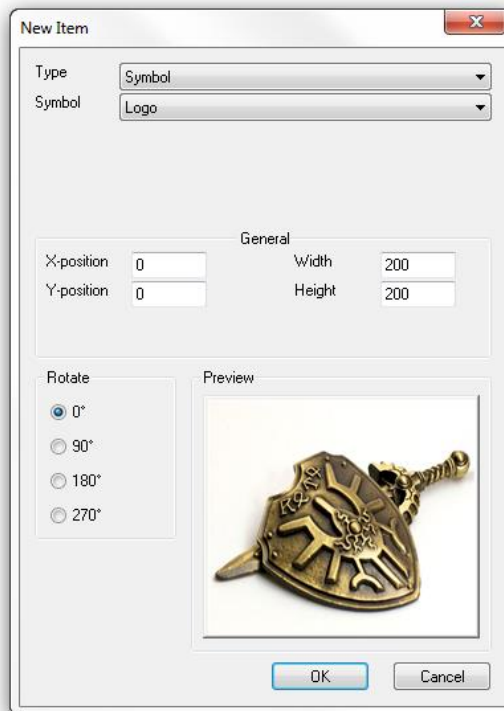
7. Photo: Inserts a photo onto the card label



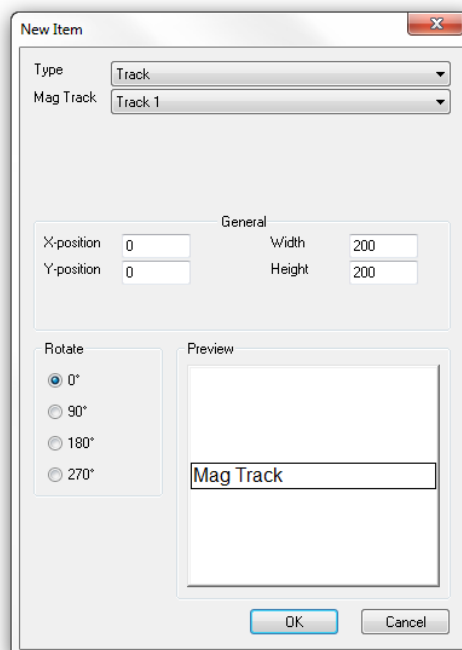
8. Signature: Inserts the image from the signature field in card setup

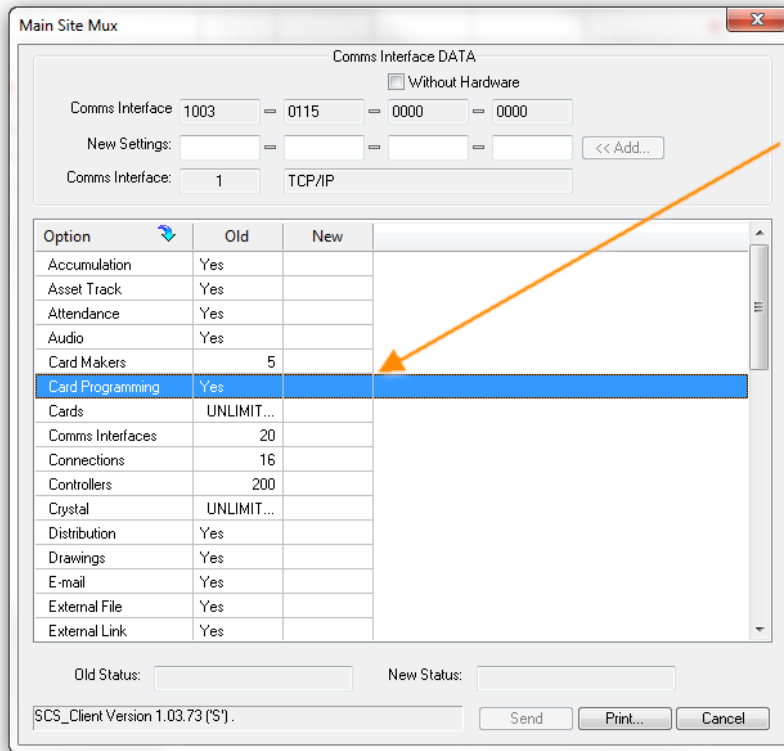


9. **Symbol:** Inserts an image predefined in **card backgrounds**
a. **Symbol:** Select the image.



10. **Track:** Programs card information onto the Magnetic strip of the MAG card. This requires that the Printer has that functionality, the printer be configured for MAG encoding, and the card programming be enabled in the Main Site Mux.





xi. Example card Label.

