



EVOLIS BADGE STUDIO

QUICK START GUIDE

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INTRODUCTION

badgy

A LASTING IMPRESSION

Evolis Badge Studio is a card creation software package. It's easy to get started and allows you to create badges to meet all your needs:

- Employee ID badges
- Business cards
- School ID cards
- Membership cards
- Loyalty cards
- Invitations

And much more...



GLOSSARY:



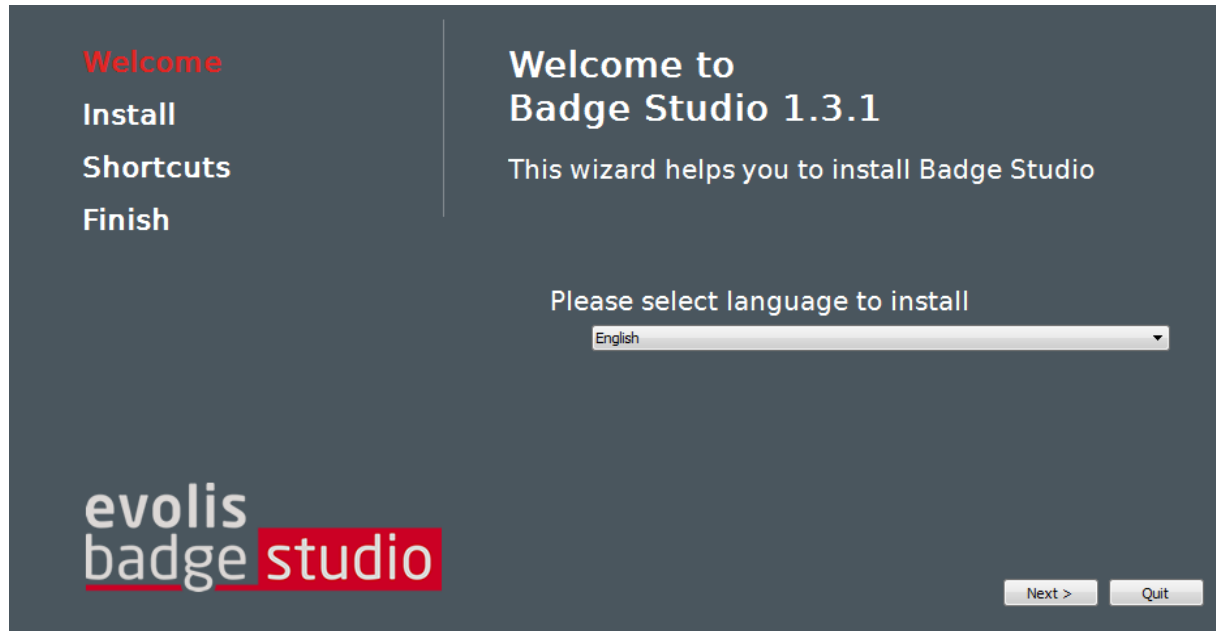
Models: refers to cards available in our card template library. These cards have a background and various fields (texts, images, logos, barcodes, etc.) which can be changed to adapt the cards to your needs.

Background: Refers to the backdrop of a plain badge. The background is the visual which covers the base of the card. It can be an image, photo, illustration, or simply colored.



INSTALLATION ON WINDOWS

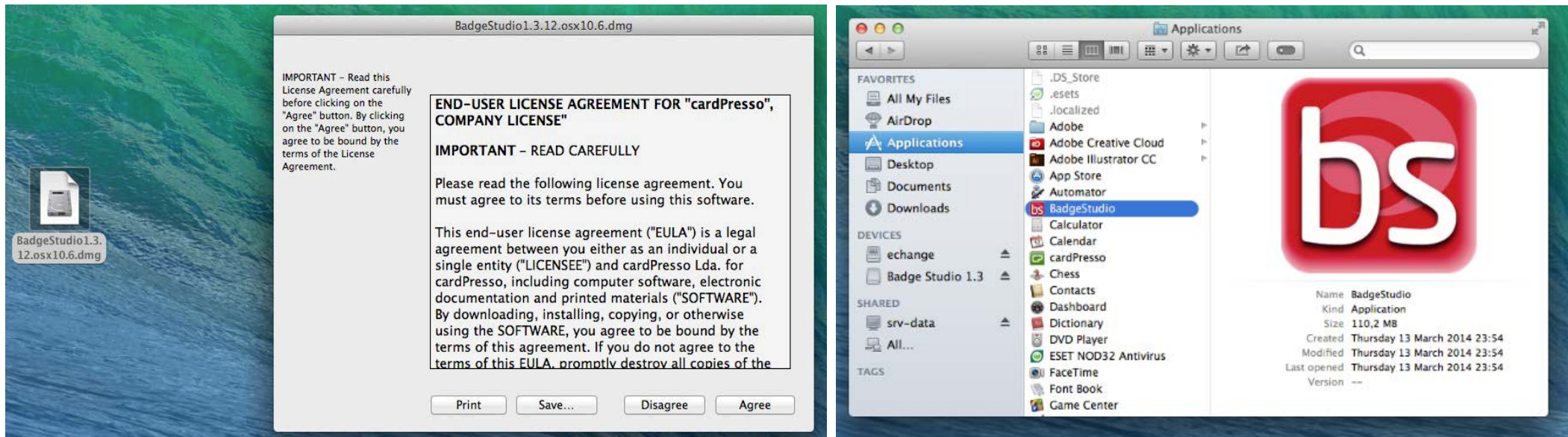
1. Welcome: Select the language.
2. Installation: Select installation options and click "Next."
3. Finish installation.
4. Accept the general terms and conditions of use.
5. Installation is complete.



Note: you can change the language you want to run the software in at any point, from the "General > Language" menu.

INSTALLATION ON MAC OS

1. Open the file in .dmg. format.
2. Accept the general terms and conditions of use.
3. Drag the Badge Studio file into the Applications folder.
4. Installation is complete. You can launch Badge Studio from the available icon in the "Applications" folder.

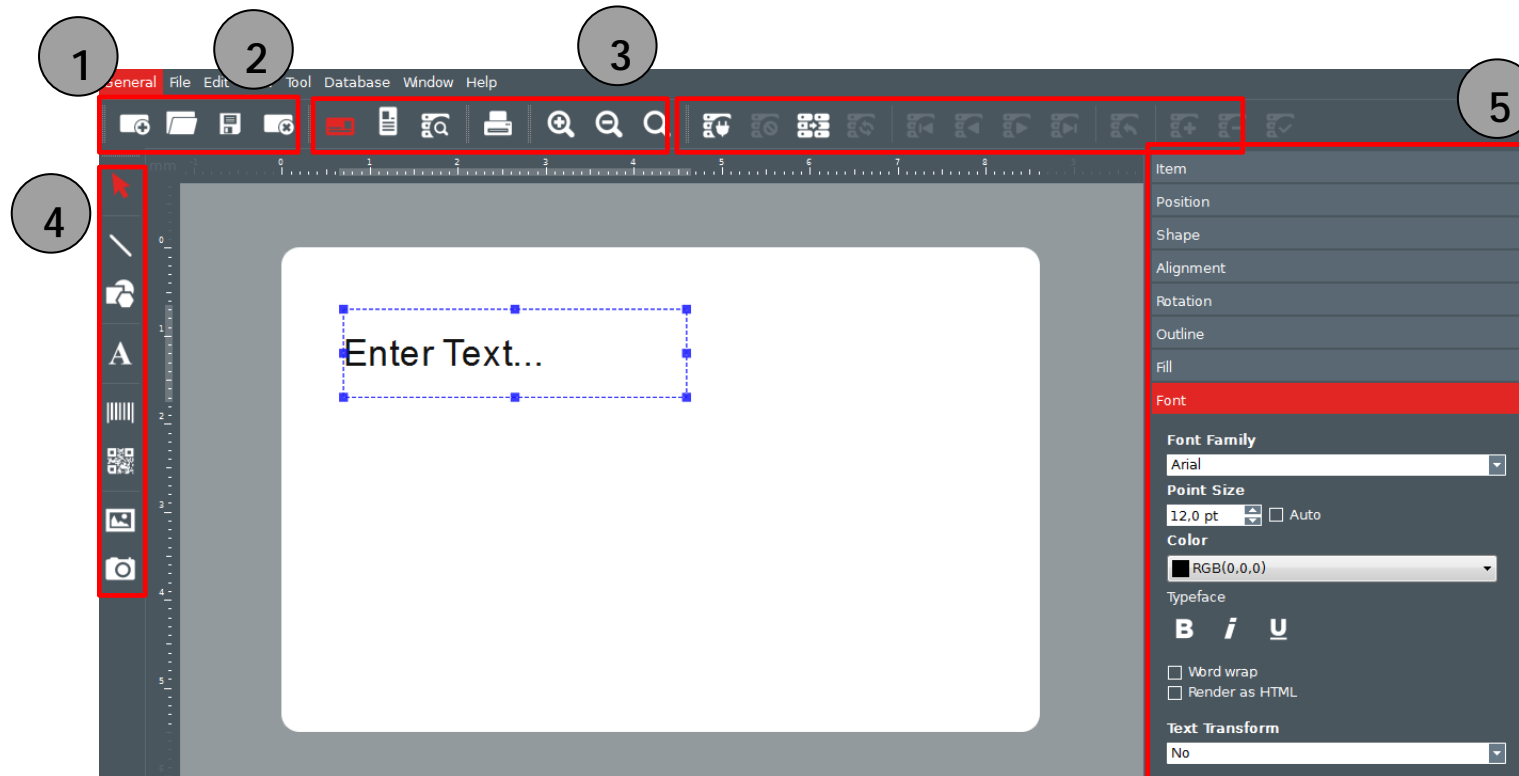


Note: you can change the language you want to run the software in at any point, from the "General > Language" menu.

I. GETTING STARTED WITH BADGE STUDIO

1. GENERAL USE

a) Interface



badgy
A LASTING IMPRESSION

1. Document toolbar: Create, Open, Save, or Delete your card.
2. View and print toolbar: Orientation, Browse Records, Print, Zoom.
3. Database toolbar: Create, Disconnect, Import, Refresh, Go from one Record to Another, Add, Delete a Record (only available in Badge Studio+).
4. Insert objects toolbar: Add text, shapes, barcodes, images, and more.
5. Properties Window: brings together all the features linked to the object added to the badge.

I. GETTING STARTED WITH BADGE STUDIO

1. GENERAL USE

b) Home page



Badge Studio was developed to help you design your badges, regardless of your level of knowledge in the subject.

Several menus are available on the home page. They help you to create your card designs, depending on your needs:



Using one of the various card models



Using the creation wizard



Creating from a blank document



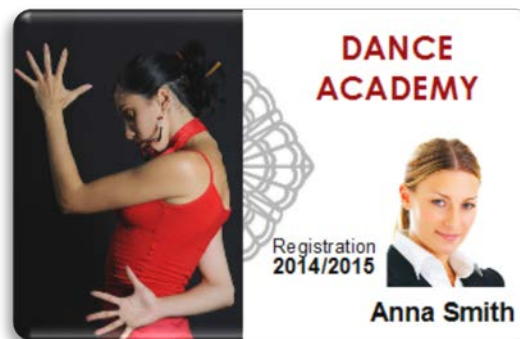
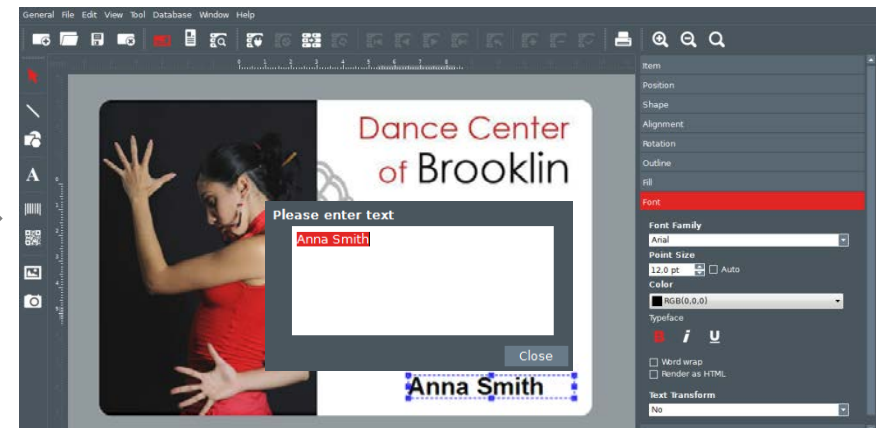
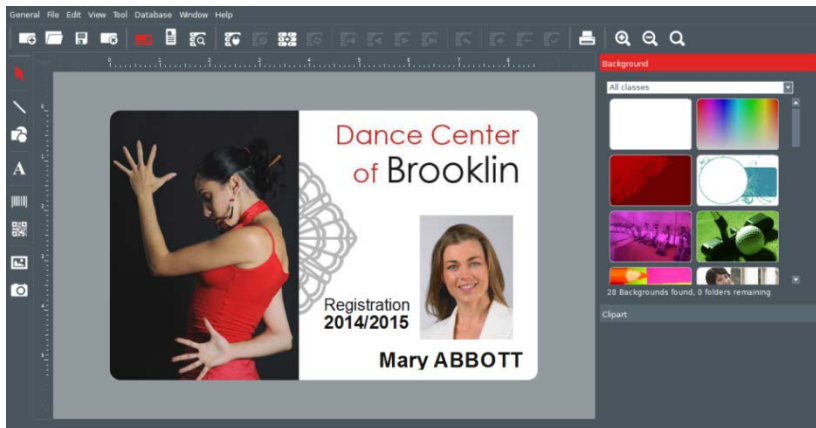
Opening your last saved documents

I. GETTING STARTED WITH BADGE STUDIO

2. CREATING A BADGE USING THE "MODELS" ICON



1. Click on the "Models" icon.
2. Select your preferred model and click "Next."
3. The model selected opens in Evolis Badge Studio.
4. Each item can be changed and moved, to adapt to your needs.



I. GETTING STARTED WITH BADGE STUDIO

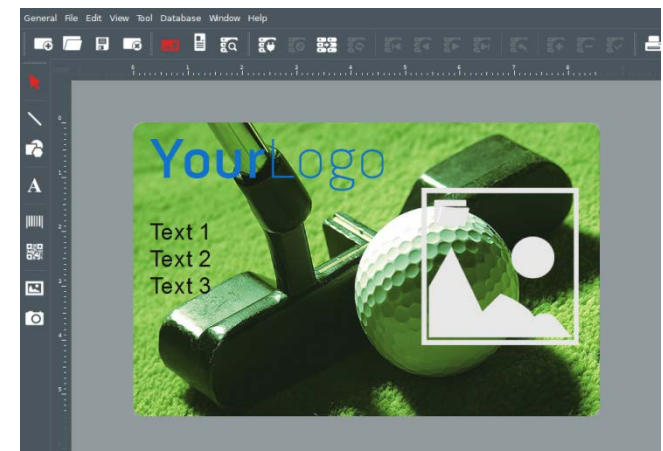


3. CREATING A BADGE WITH THE "WIZARD" ICON



1. Select the orientation of your card.
2. Select a background.
3. Choose the images you would like to add to your card (images, logos, etc.).
4. Select the number of text fields.

Your card now appears on the screen. Now all you need to do is customize the items by double-clicking on them and moving them as you want.



I. GETTING STARTED WITH BADGE STUDIO

NB: In Badge Studio+, you can add fields which will be used to build your internal database. To do this, in step 4 of the wizard, select the box "Use the database" in the bottom left of the window. An internal database is created automatically in the software. Refer to the chapter on the database for more information.

Text fields
Please select the number of text fields that should be included on the card

Field Name	Selected	Type
Text 1	<input checked="" type="checkbox"/>	Text
Text 2	<input checked="" type="checkbox"/>	Text
Text 3	<input type="checkbox"/>	Text
Text 4	<input type="checkbox"/>	Text
Text 5	<input type="checkbox"/>	Text

Use Document Database

< Back Finish Cancel

Set the type of fields featured in your columns (texts, dates, etc.)

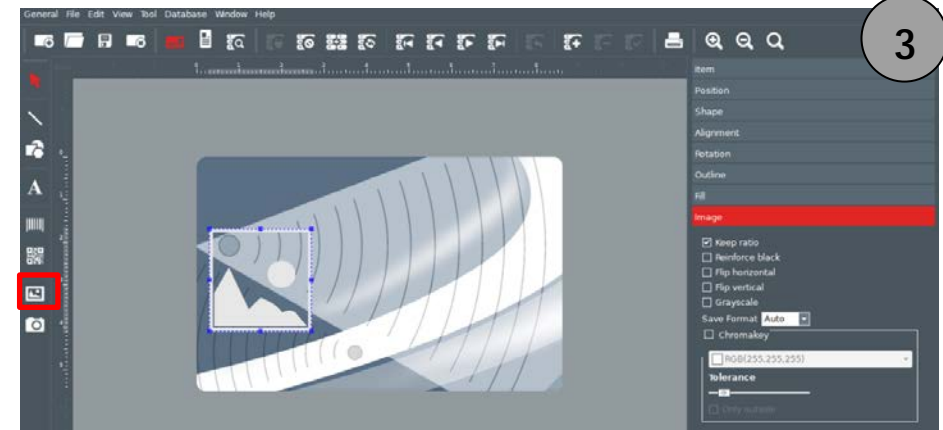
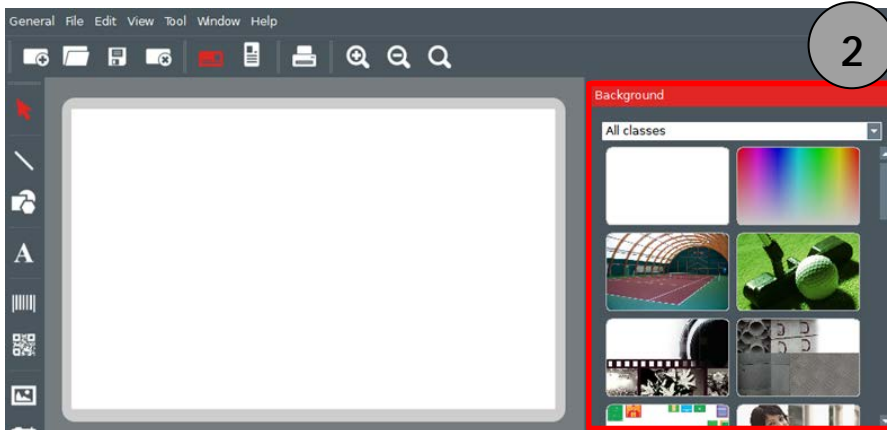
I. GETTING STARTED WITH BADGE STUDIO

badgy
A LASTING IMPRESSION

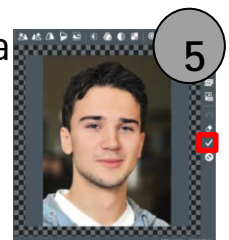
4. CREATING A BADGE FROM A BLANK DOCUMENT



1. Select the orientation of your badge. A blank document appears on the screen.
2. Add a background: in the right-hand window you can select one of the backgrounds available by default. You can also import your own image.
3. Click on the "Add an Image" button, and draw the area where your image or your photo will go on your badge.

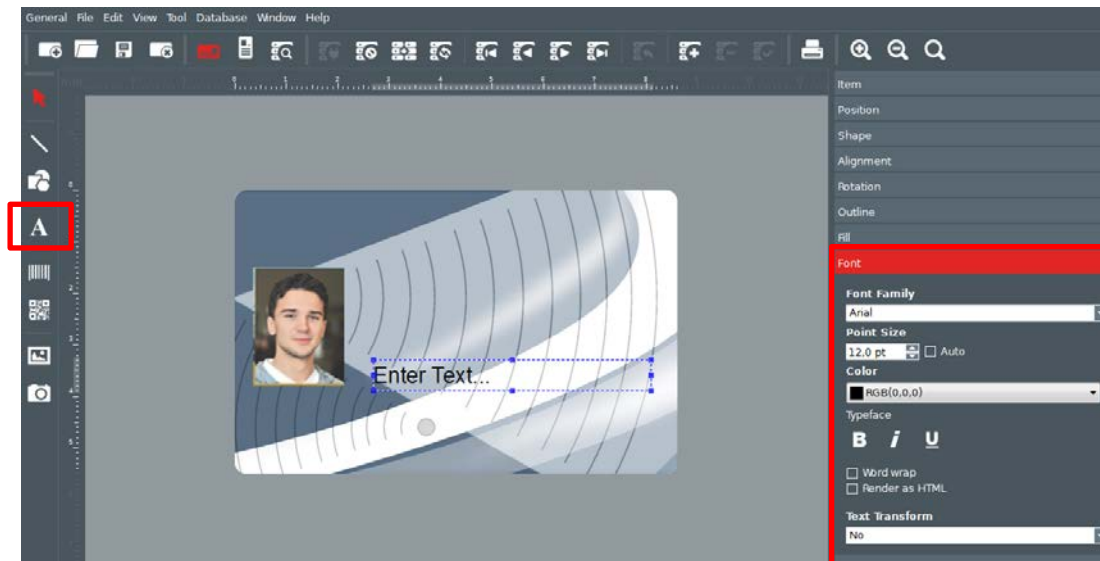


4. Once the area has been created, Navigate to your documents, select your image
5. The photo editor opens automatically. You can change your image (change colors, shape, etc.). Once the changes have been made, click on "Validate".



I. GETTING STARTED WITH BADGE STUDIO

6. You can add text using the "Text" tool.
 - First draw your text field, then edit it by double-clicking.
 - To the right of your screen, click on the "Font" tab to select the font, size, and color of your text.







7. If necessary, you can add other items, such as barcodes, logos, etc.
8. Your badge is ready to be printed.

II. DATABASE

- The "database" function lets you create an internal database in the software, or to import your data. It is **only available in the Badge Studio+ edition.**
- The database allows you to add variable fields from one badge to the other (such as "First name/Surname", identity photos, etc.), enabling you to print your badges in batches automatically, without having to change each one separately.

Enregistrement 1 de 5

Id	Name	Position	Photo
1	James REED	Sales Manager	
2	Jessica NEWTON	Accountant	
4	Lisa JOHNSON	Sales Manager	
5	Marc ROBINSON	Technical Support	

GLOSSARY:

Record: A record is a copy of a badge and includes 1 or more variable fields. For example, the database above has 5 records.

Variable data/variable field: Badge data which is changed from one record to another, such as the first name, surname, or the identity photo of an employee.

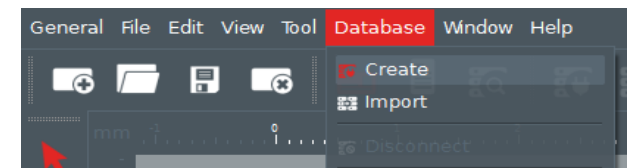
Note: When you create a database with Badge Studio+, the data is stored in the badge (in a ".card" file format). The more records you create (with variable fields, photos, etc.), the larger the .card file.



II. DATABASE

1. CREATING AN INTERNAL DATABASE

1. In the "Menus" section of Badge Studio, select "Database," then "Create."
2. The database window appears. Select the button "Edit records."
3. You can start to edit records.
4. To add a variable field, select the button to add columns (see the next page)
5. Configure your column: Name it and choose the type of data (text, number, image, etc.).
6. Once your columns have been configured, you can start to fill in your information. To do this, click on the "Add a Record" button. Each record must be validated to be taken into account.
7. Once you have finished editing your records, return to "Browse Records" to view your database.



II. DATABASE

Add, delete, or validate a record

The screenshot displays the Badgy database management interface. At the top, a toolbar contains various icons for database operations. A red box highlights three icons: a plus sign (add), a minus sign (delete), and a checkmark (validate). A callout box points to these icons with the text "Add, delete, or validate a record". Below the toolbar, there are two buttons: "Browse Records" and "Edit Records", with "Edit Records" being highlighted in red. The main area shows a record from a database named ":memory.:Table:documentTable". The record is labeled "Record 1 of 1 *". It has three fields: "Id" (a dropdown menu), "Name" (a text input field containing "SMITH"), and "First Name" (a text input field containing "Anna"). A fourth field, "Photo", is shown as a white square placeholder, also highlighted with a red box. A callout box points to this field with the text "If you have configured a photo field, double-click here to open the image editor." In the bottom-left corner of the interface, there is a red box around an icon representing a list or columns, with a callout box pointing to it that says "Add columns".

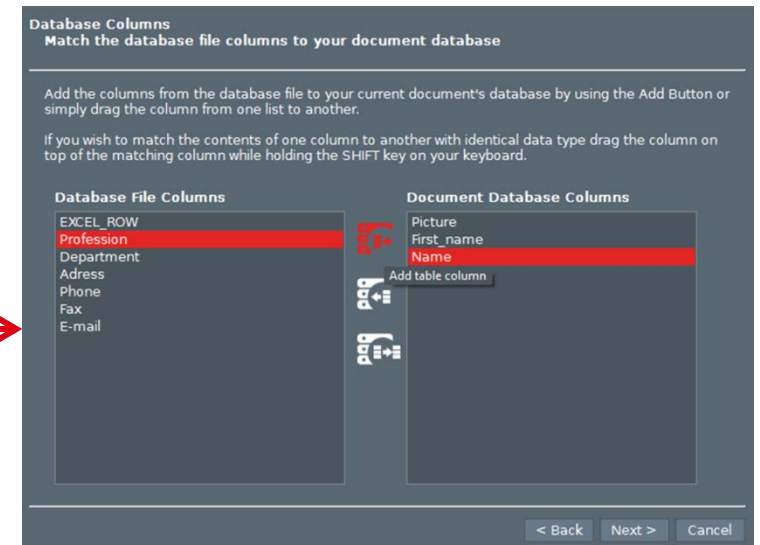
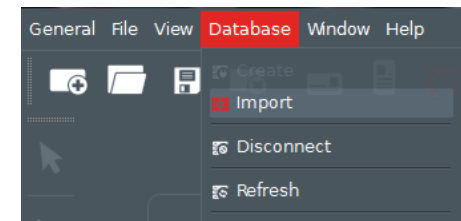
Add columns

If you have configured a photo field, double-click here to open the image editor.

II. DATABASE

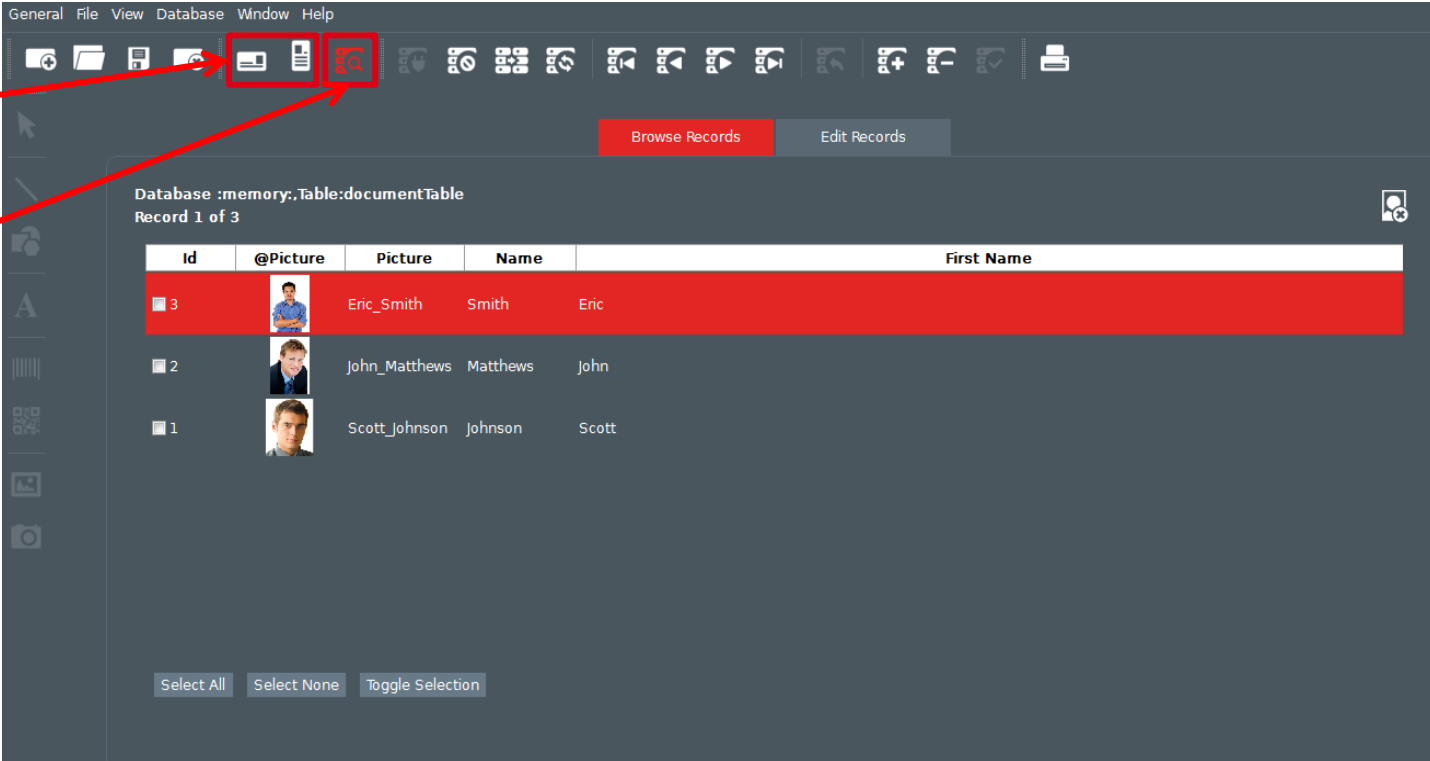
2. IMPORTING YOUR DATABASE

1. The import function enables you to import your database into Badge Studio+ from a .csv, .txt, or Microsoft Excel file.
2. Select the type of file you want to import, then click "Next."
3. Select your database file on your computer.
Click on "Next."
4. You can configure your fields (text, photo, barcodes, etc.).
Click on "Next."
5. Using the screen opposite, you can select your database's columns that you want to display in Badge Studio+.
Click on "Next."



II. DATABASE




7. Your database has now been imported.
8. To access it, click on the "Window" menu, and select "database", or directly from the available icon in the top bar.
9. To return to the editing window for your badge, click on the corresponding icon above.



Return to badge/orientation

"Database" button

Database :memory:,Table:documentTable
Record 1 of 3

Id	@Picture	Picture	Name	First Name
3		Eric_Smith	Smith	Eric
2		John_Matthews	Matthews	John
1		Scott_Johnson	Johnson	Scott

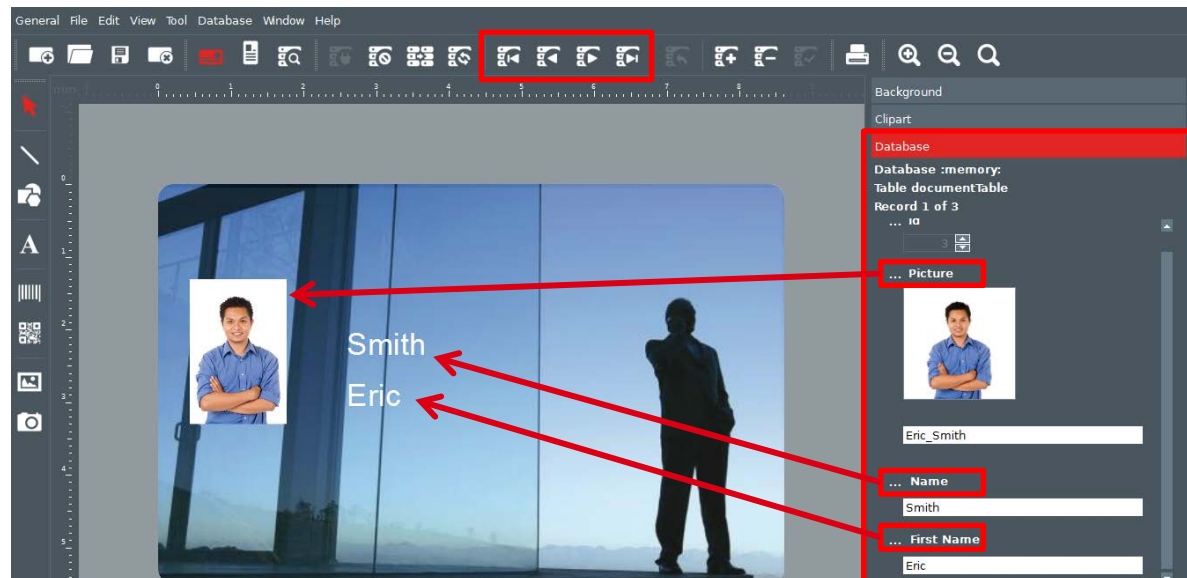
Select All Select None Toggle Selection

Note: Remember to save your badge regularly, in order to record the changes made to your database

II. DATABASE

3. DISPLAYING DATABASE FIELDS ON YOUR BADGE

1. To display "Database" properties on the right of your screen, click on the gray area around your badge.
2. From the "Database" pane to the right, use your mouse to "drag and drop" the items to appear on your badge.
3. To switch from one record to another, use the navigation arrows at the top of the screen.
4. If you add text, the font can be changed using the "font" pane.
This will appear automatically when you select text on your badge.



III. OTHER FEATURES

1. USING THE "LINE" TOOL

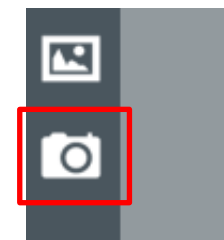
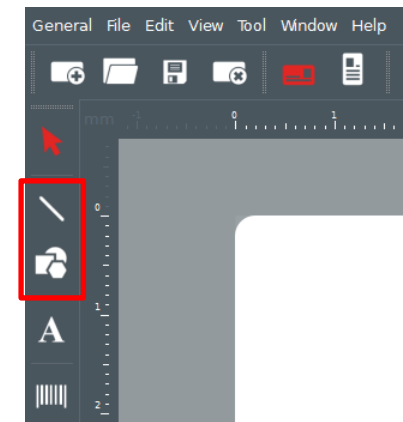
1. To draw a line, select the "Line" tool and draw on the badge.
2. The thickness, color, and line style can be changed using the right-hand window.

2. USING THE "SHAPES" TOOL

1. Select the "Shapes" tool, and then draw your shape on the badge.
2. The shape is a black rectangle by default. The right-hand window allows you to change the shape style, color, contours, size, etc..

3. PHOTO ACQUISITION

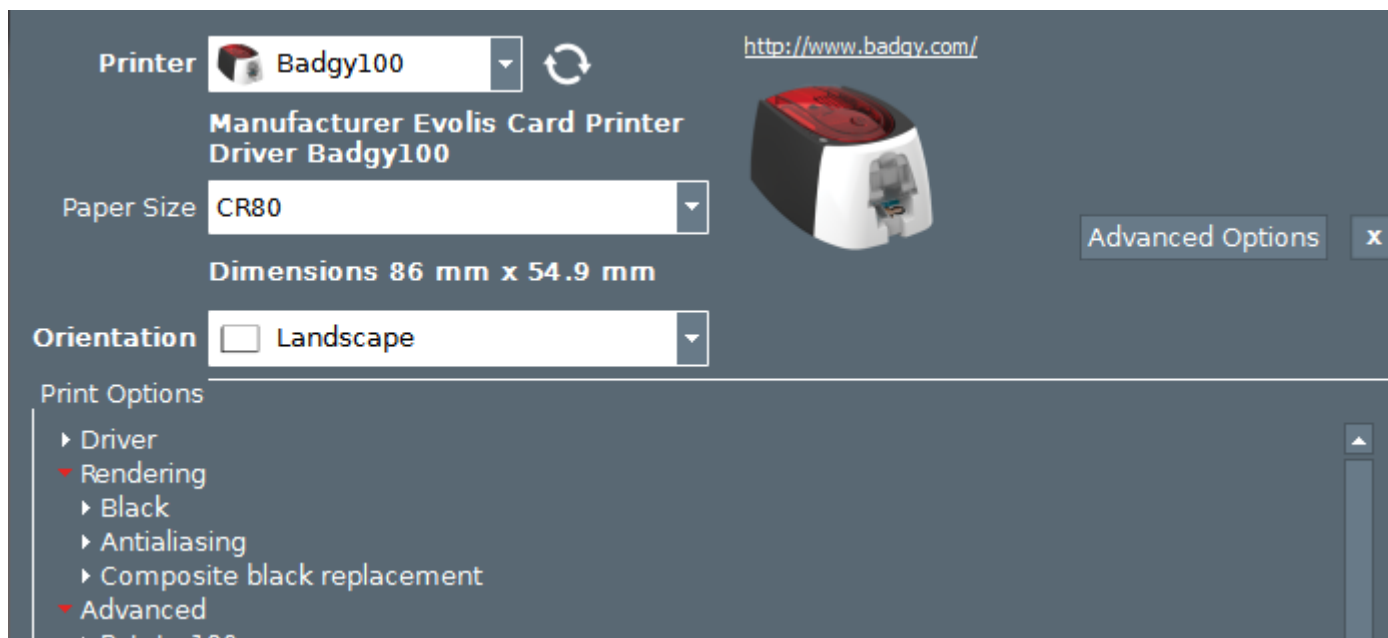
1. Click on the Photo Acquisition button.
2. Draw the field where your photo will be positioned on the badge. If a camera is installed on your computer, it will open automatically.
3. Validate the photo taken.



III. PRINTING

1. PRINT SETTINGS

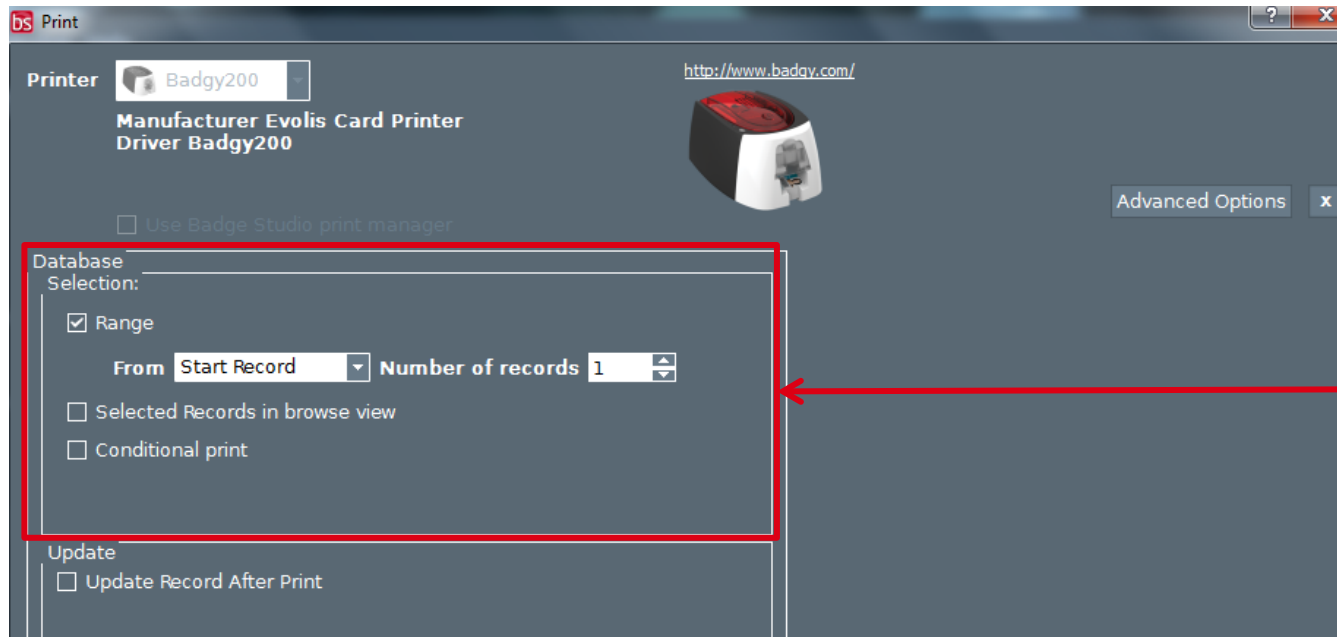
1. Open the print settings window ("File > Print Settings").
2. Select your printer.
3. You can also choose the format of your card and the orientation of your badge.
4. The "Print Options" and "Advanced Options" sections allow you to make more advanced adjustments (expert users).



III. PRINTING

2. PRINTING

1. Once your printer has been selected (File > "Print Settings"), you can print.
2. With Badge Studio+ (database), various settings are available to help you select the records/badges to print:
 - The "Print Selection" option lets you choose the cards you want to print
 - The "Records Selected in the Search Window" option lets you mark the records to print from the "Browse Records" view.
 - The "Printing Condition" option lets you print the badges which meet certain criteria which you can define.
3. In "Advanced Options," you can define the advanced properties of the printer if necessary.



Settings for selecting the records to print

SUPPORT



- For more information on the use of the Badge Studio software, refer to the available help in "Help > Index."
- For any technical questions, please refer to the "Technical Support" section on the website www.badgy.com
- Updates:
 - ✓ We recommend that you update the software regularly, so you can benefit from the latest corrections and improvements.
 - ✓ Visit the website www.badgy.com to view the updates available.
 - ✓ Updates are free.