



EVOLIS BADGE STUDIO

QUICK START GUIDE

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badgy

A LASTING IMPRESSION

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:

Templates: 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.

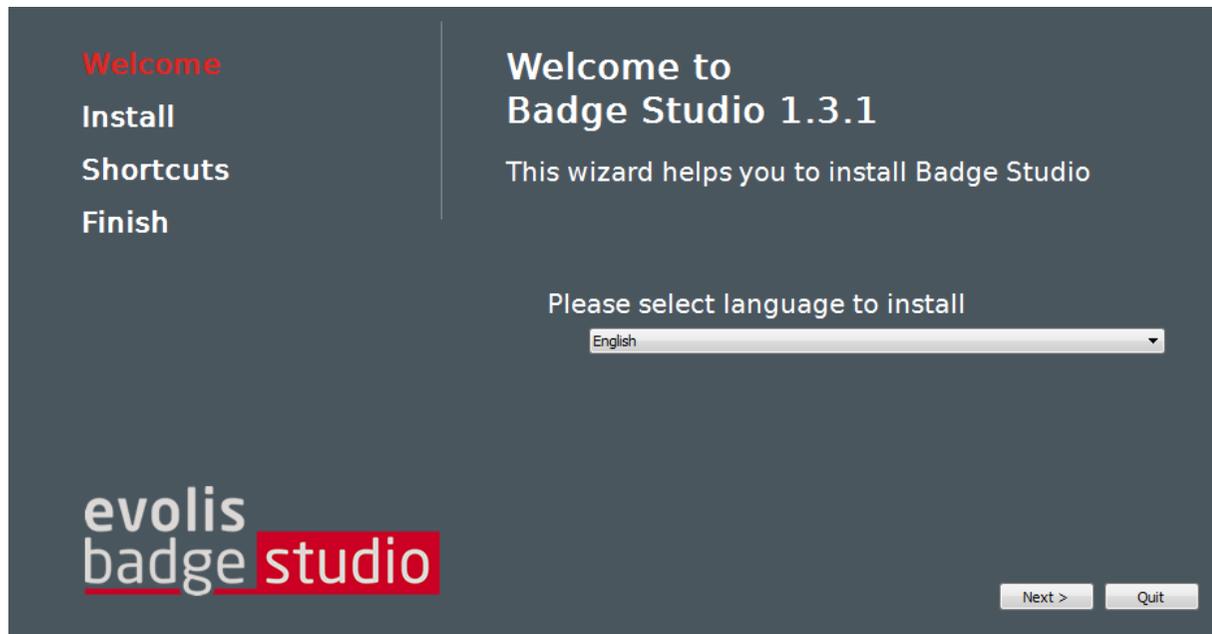
Background: refers to the backdrop of a plain badge. The background is the visual which covers the base of the card. It can be an image, photo, illustration, or simply colored.



INSTALLATION ON WINDOWS



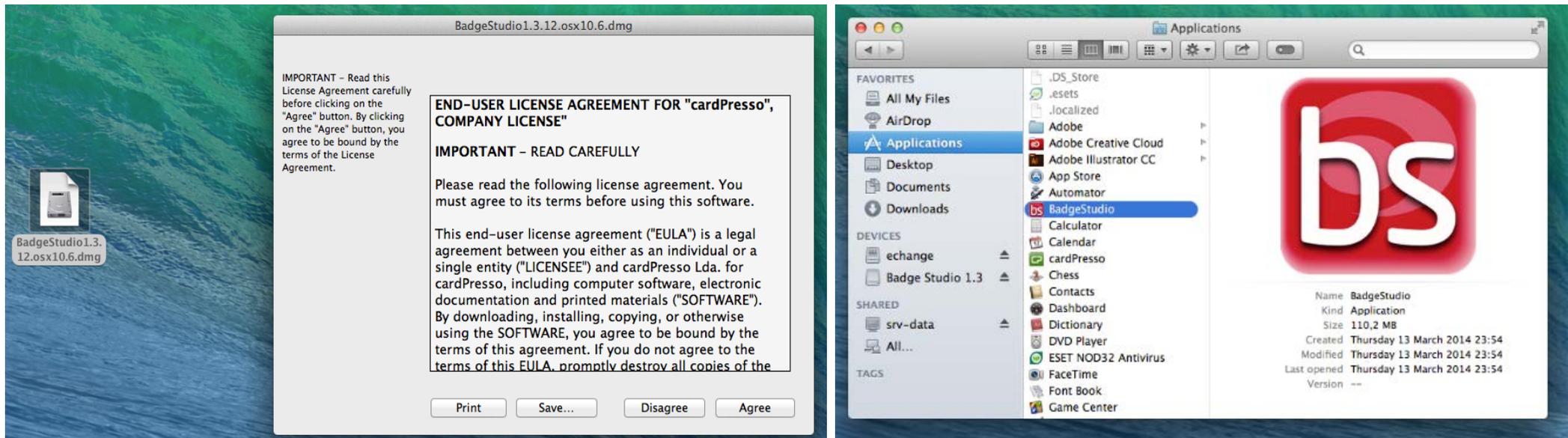
1. **Welcome: Select the language.**
2. **Installation: Select installation options and click "Next."**
3. **Finish installation.**
4. **Accept the general terms and conditions of use.**
5. **Installation is complete.**



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.

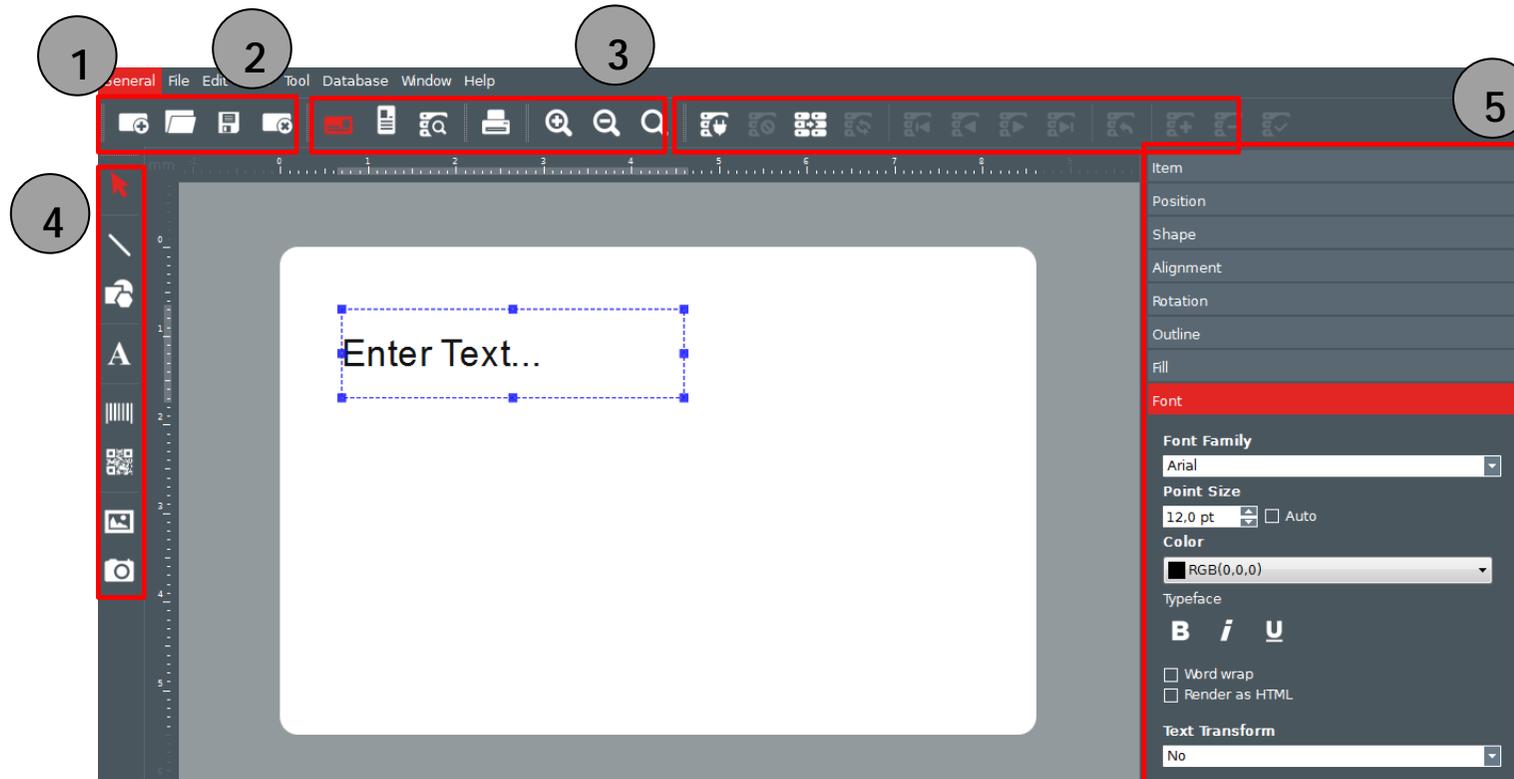


Note: you can change the language you want to run the software in at any point, from the "General > Language" menu.

I. GETTING STARTED WITH BADGE STUDIO

1. GENERAL USE

a) Interface



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 templates
[See explanations](#)



Using the creation wizard
[See explanations](#)



Production mode: allows you to create and print your badges while limiting access to the graphics section
[See explanations](#)



Creating from a blank document
[See explanations](#)



Opening your last saved documents

Only available in Badge Studio+



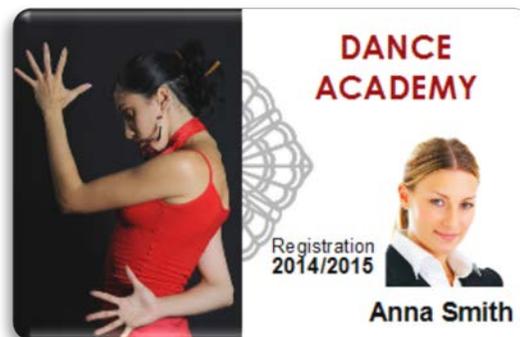
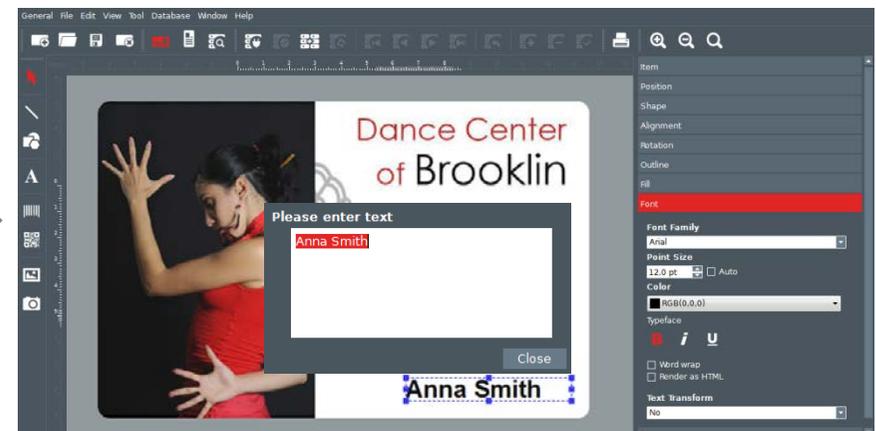
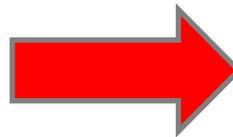
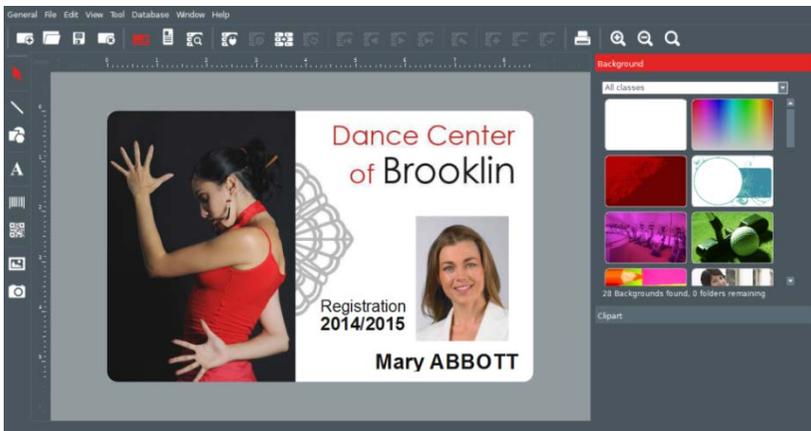
I. GETTING STARTED WITH BADGE STUDIO



2. CREATING A BADGE USING THE "TEMPLATES" ICON



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



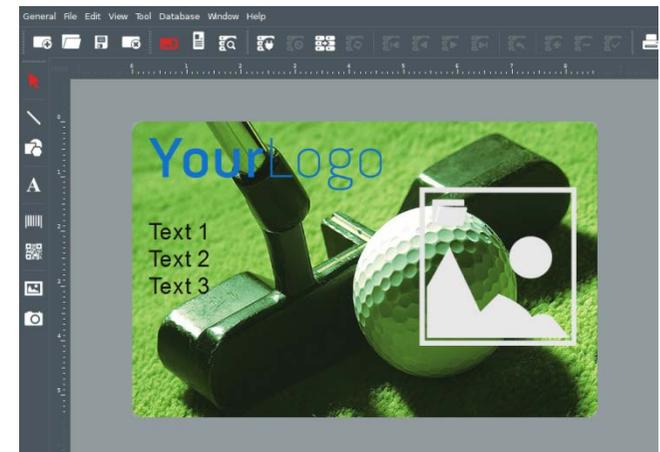
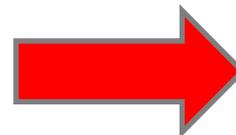
I. GETTING STARTED WITH BADGE STUDIO

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 "Create an internal database with the selected fields" 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

<input checked="" type="checkbox"/>	Text 1	Text
<input checked="" type="checkbox"/>	Text 2	Text
<input type="checkbox"/>	Text 3	Text
<input type="checkbox"/>	Text 4	Text
<input type="checkbox"/>	Text 5	Text

Create an internal database with the selected fields

< Back Finish Cancel

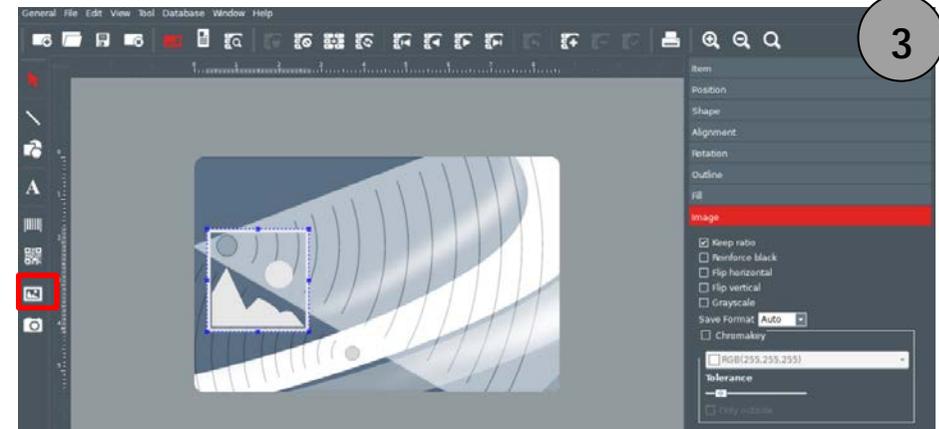
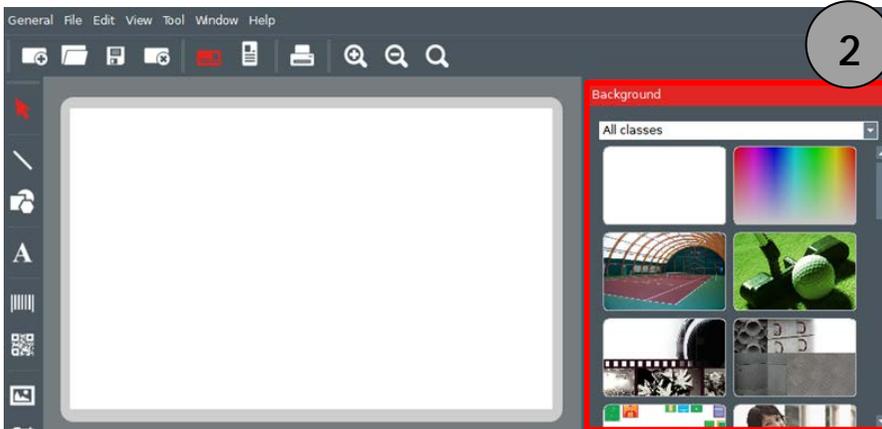
Set the type of fields featured in your columns (texts, dates, etc.)

I. GETTING STARTED WITH BADGE STUDIO

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.

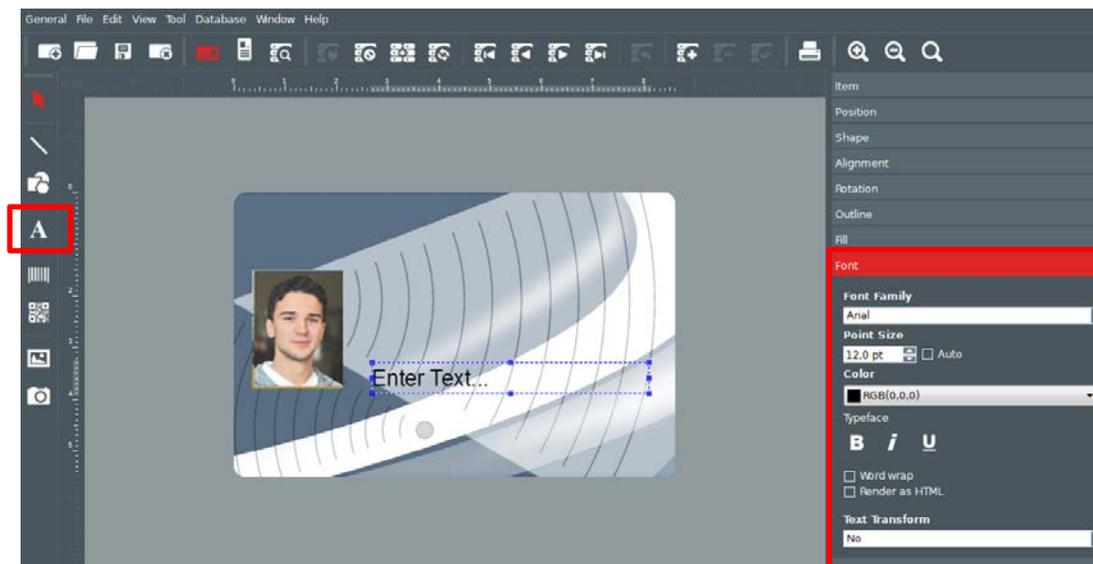


4. Once the area has been created, navigate to your documents, select your image.
5. The photo editor opens automatically. You can change your image (change colors, shape, etc.). Once the changes have been made, click on "Validate."



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 (supplied with Badgy200)**. If you wish to upgrade from **Badge Studio to Badge Studio+**, contact your reseller. **Badgy100 gives you access to a simplified database, limited to 10 records.**
- 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 4 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. USING THE SIMPLIFIED DATABASE (MINI DATABASE)

The card templates available in Badge Studio (supplied with Badgy100) were created with a simplified database.

1. Choose your card template. Click in the gray area around the card to display the simplified database
2. Modify the information to meet your needs

The screenshot displays the Badgy software interface. On the left, a badge design is shown with a pink vertical bar containing the text 'AI-Trom', a large pink 'V' in the center, and the following text on the right: 'March 14, 2017', 'VISITOR', 'Lucas Anderson', 'ABC Products', and 'Received by: James Miller'. On the right, a 'Mini base de données' (Mini database) panel is open, showing a list of fields with their corresponding values: 'Visitor name' (Lucas Anderson), 'Visitor company' (ABC Products), 'Date' (March 14, 2017), and 'Received by' (James Miller). Red arrows point from the gray area around the badge to the database panel, and from the database panel to the fields, indicating the process of editing the data.

Click in the gray area to display the simplified database

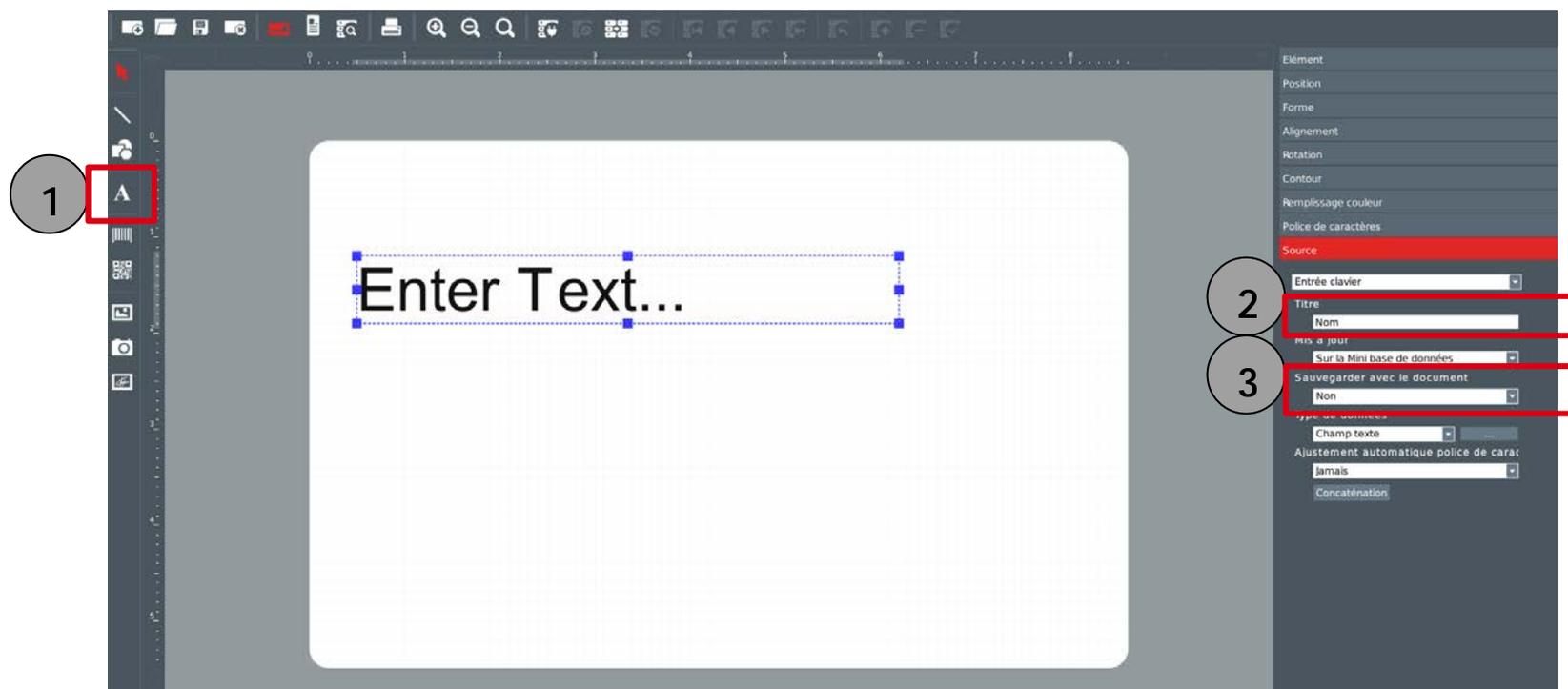
Edit the fields as needed

II. DATABASE

5. CREATING A SIMPLIFIED DATABASE (MINI DATABASE)

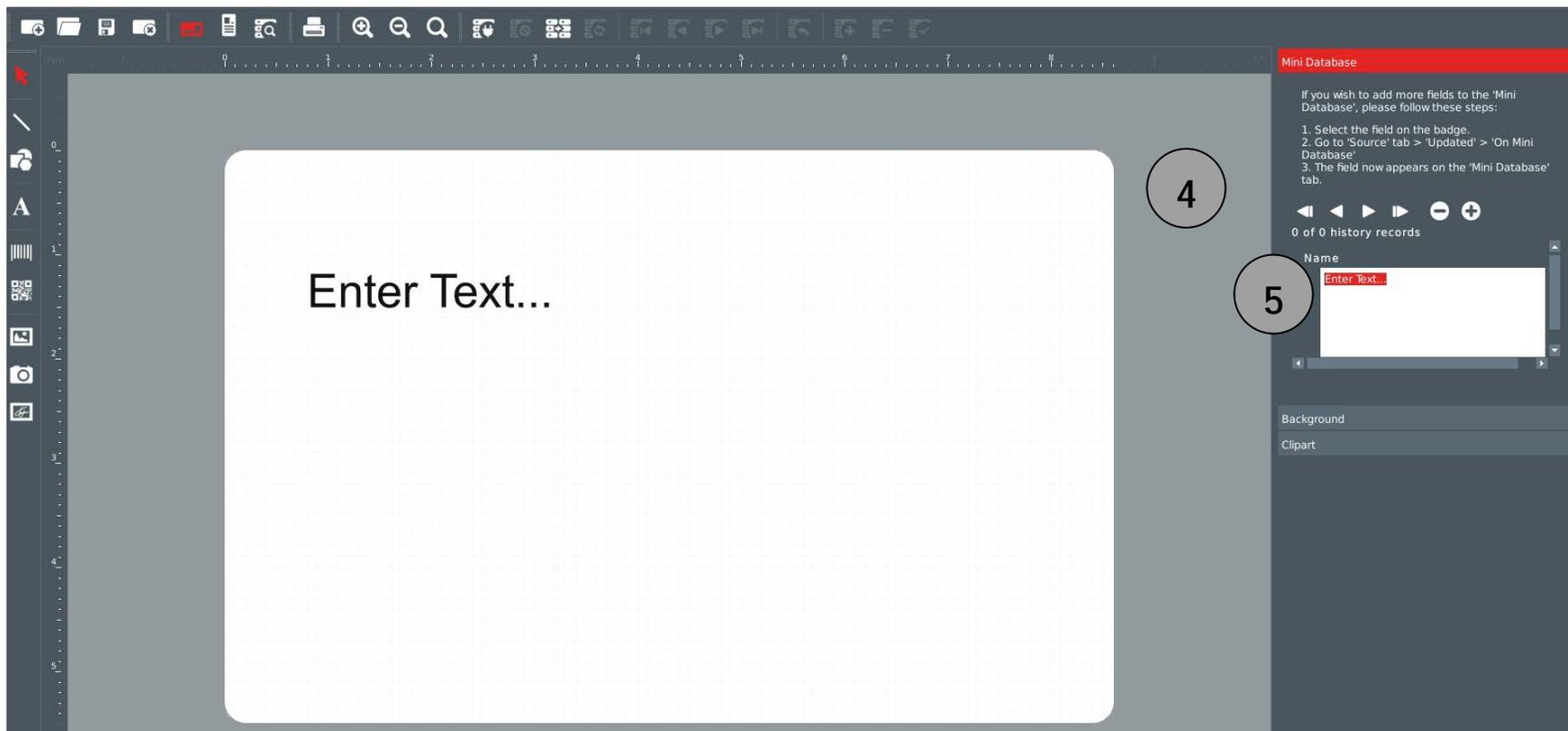
The software supplied with Badgy100 also allows you to create your own simplified database (limited to 10 records). Carry out the following steps to add a field to the mini database:

1. Add a text field
2. Give it a title
3. Select "Update to database"



II. DATABASE

4. To update the fields you have just created, click the gray area next to the card to open the Simplified database menu
5. Fill in the created fields with your information

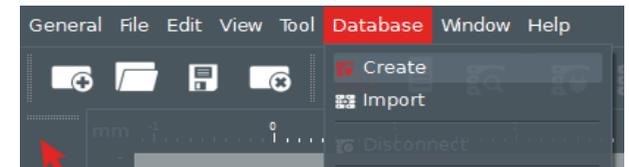


III. DATABASE



1. CREATING AN INTERNAL DATABASE

1. In the "Menus" section of Badge Studio, select "Database," then "Create."
2. To view the database click on the "Database view" icon
3. The database window appears. Select the button "Edit records."
4. You can start to edit records.
5. To add a variable field, select the button to add columns (see the next page)
6. Configure your column: Name it and choose the type of data (text, number, image, etc.).
7. 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.
8. Once you have finished editing your records, return to "Browse Records" to view your database.



III. DATABASE



Add, delete, or validate a record

The screenshot shows the Badgy database interface. At the top, there is a toolbar with various icons. A red box highlights three icons: a plus sign, a minus sign, and a checkmark. Below the toolbar, there are two buttons: 'Browse Records' and 'Edit Records'. The main area displays a record for 'Record 1 of 1 *' with the following fields: 'Id' (a dropdown menu), 'Name' (a text field containing 'SMITH'), and 'First Name' (a text field containing 'Anna'). To the right of these fields is a 'Photo' field, which is a square placeholder. A red box highlights this photo field. At the bottom left, there is a red box highlighting a plus sign icon next to a list icon.

Add columns

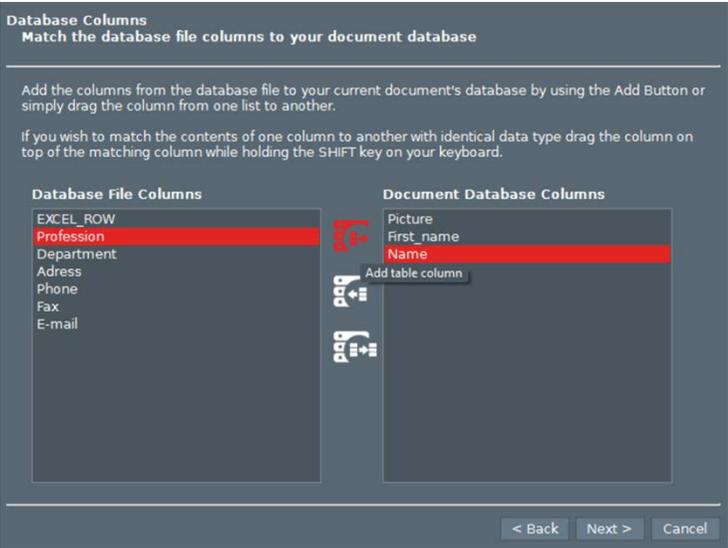
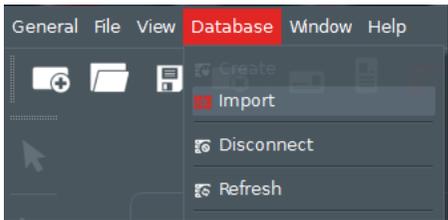
If you have configured a photo field, double-click here to open the image editor.

III. 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.
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."



III. 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 below.

Return to badge/orientation

"Database" button

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

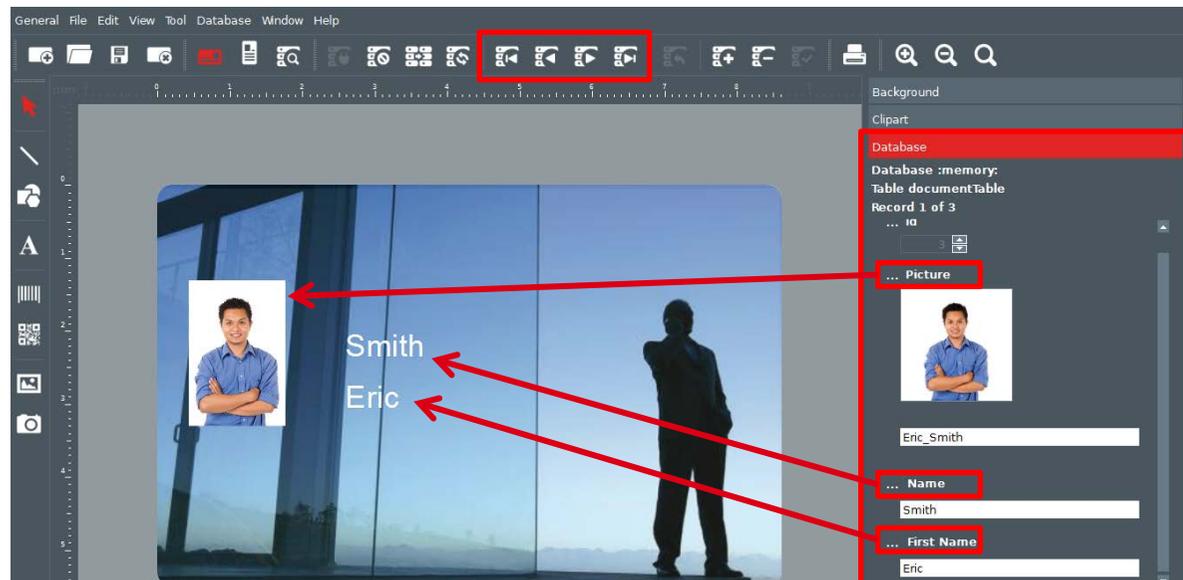
Note: Remember to save your badge regularly, in order to record the changes made to your database

III. 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

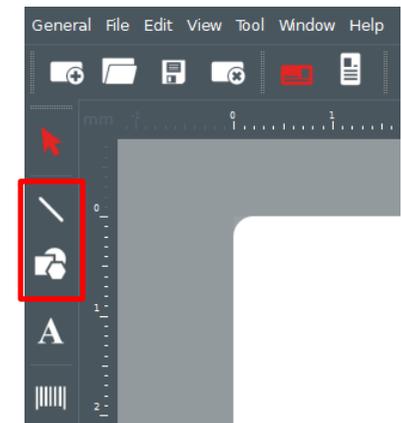
1. To draw a line, select the "Line" tool and draw on the badge.
2. The thickness, color, and line style can be changed using the right-hand window.

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.

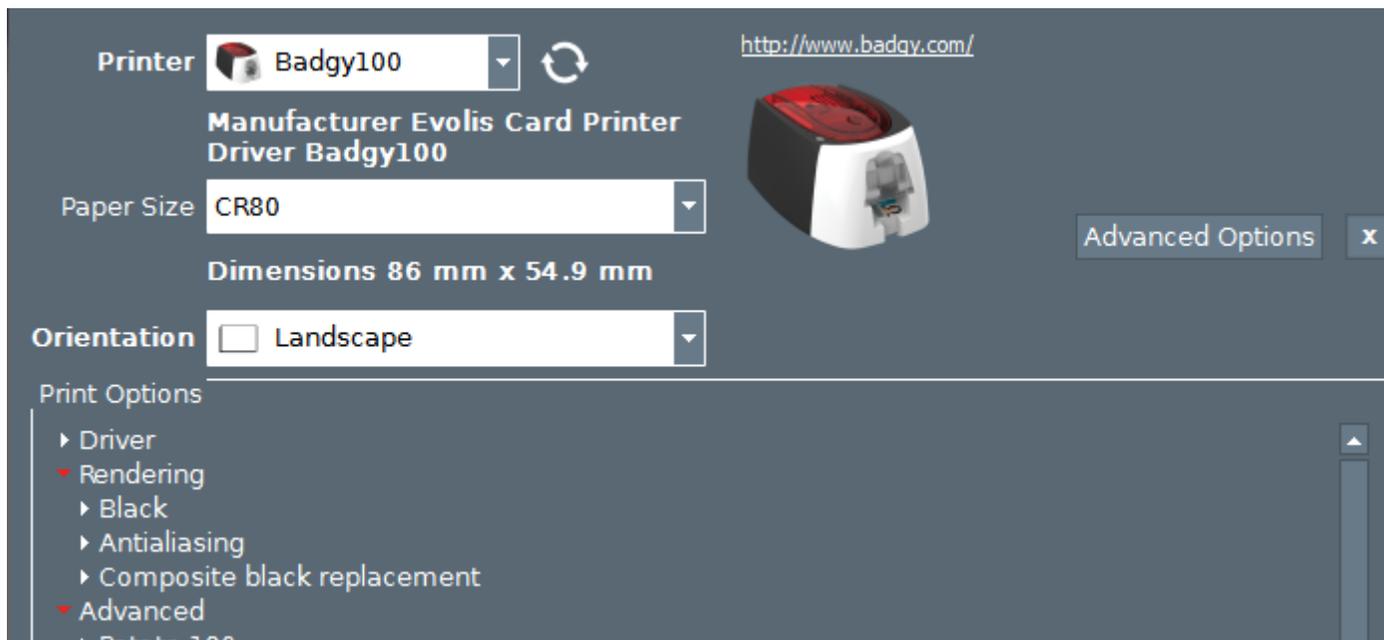


III. PRINTING



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).

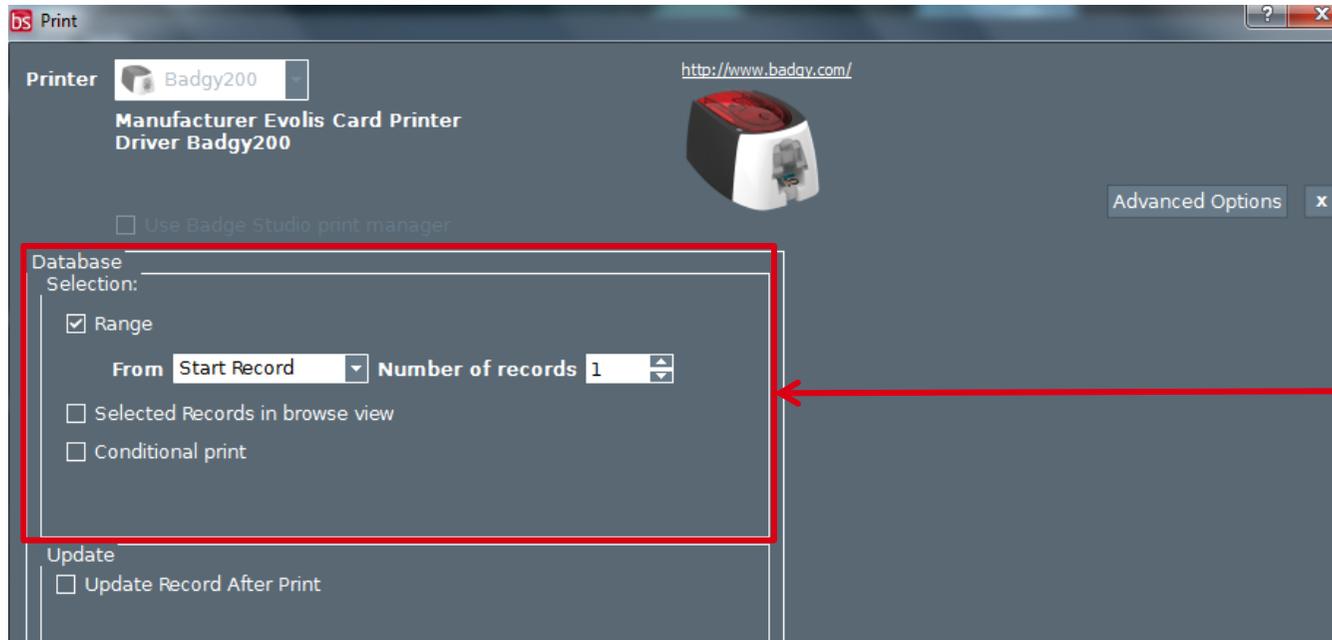


III. PRINTING



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

IV. PRODUCTION MODE

1. WHAT IS PRODUCTION MODE?



This mode allows you to enter and quickly print new records in the database and to start printing without going via the graphic design screen for the card.

It also gives you access to a preview of the card in real time.

NB: Production mode is only available with Badge Studio+, as it requires a badge with a database.

IMPORTANT: To use this mode, first you need to save a file (in the format .card) that contains a database.

IV. PRODUCTION MODE

2. Operation

1. Click on the "Production mode" icon on the home page and select your card. Click "OK."
2. You will then see the following screen:

Navigation and direct printing buttons

Editable fields (that you already configured when you created your database)

General File View Database Window Help

Browse Records Edit Records

Navigation and direct printing buttons

Editable fields (that you already configured when you created your database)

Photo

Preview

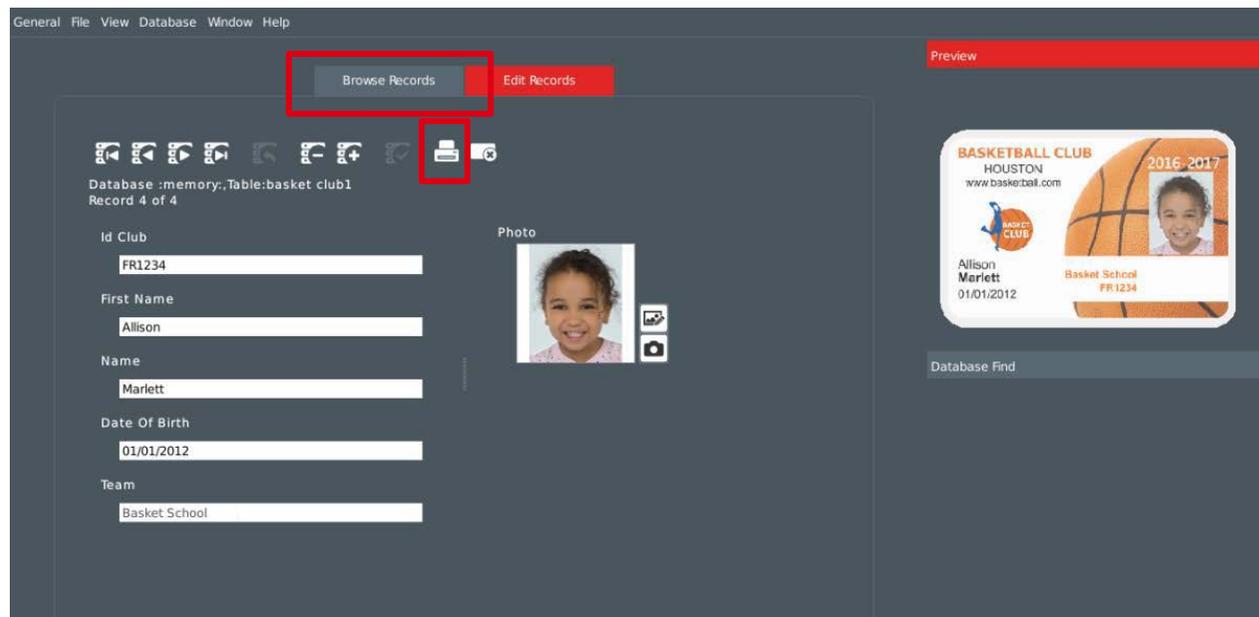
Database Find

BASKETBALL CLUB
HOUSTON
www.basketball.com
2016-2017
Scott Johnson
02/08/1998
TEAM 1
DUI09879

Preview of the card and your changes

IV. PRODUCTION MODE

3. To add a record, click on the "+" icon.
4. You can enter a new record as you would have done in the standard database menu. The new information is immediately visible on the screen.
5. You can print this new record from this screen.
6. Click on "Table view" to see all your records and print a series of records.



V. 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.