Quick guide to creator 2.0

creator 2.0 lets you produce name cards on your own computer to suit any name badge supplied by **badgepoint**®.

The templates provided for this are made up of 3 elements:

① Print template:

Use a print template to define the format of the name card. Select a suitable one from the list of prepared **badgepoint**® templates.

② Name list:

You can create new name lists or import existing ones from an Excel or a text file (.txt, .csv, .xls, .xlsx).

③ Layout:

In this step, you determine the position where your names and image data (if required) should appear.

All three stages must be completed before a document can be generated for printing.

Notes

This is a **quick guide** only, intended to provide a brief description of the many functions of creator and give you the information you need to make your first name cards quickly and without the need for any prior knowledge.

When using the guide for the first time, go through it step by step to familiarize yourself with the basic features of creator. You will find that all other functions, as well as those covered here, are intuitive.
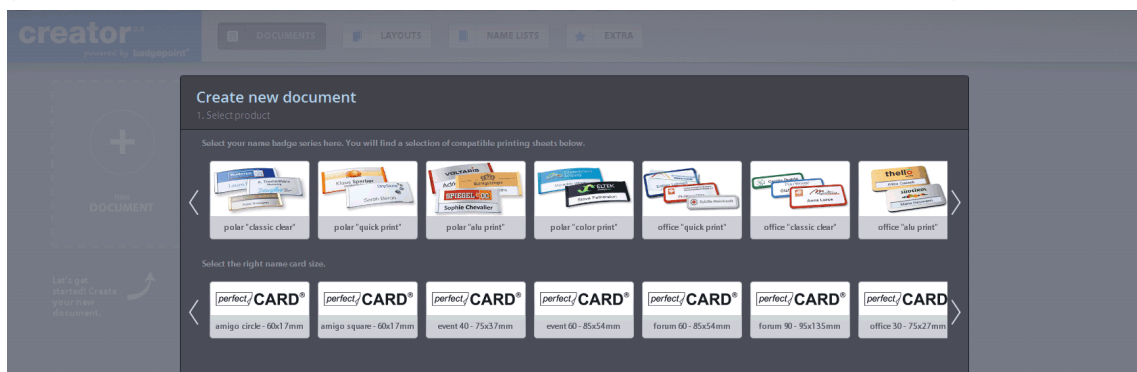
Contents

We're sure you'll love the results!

Selecting the print template

1 Open creator and on the homepage click on the **+ New document** symbol.
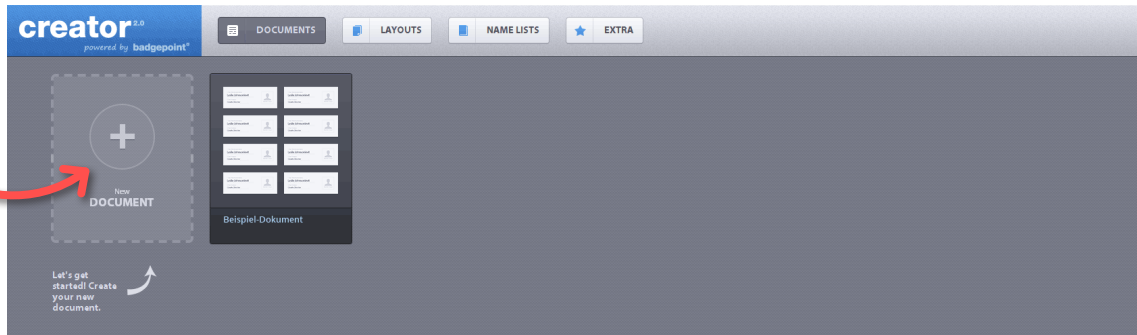
2 From the top row, select the series that includes the style of name badge you have chosen (you can find the correct description on your delivery note or in your customer account).


3 Now go to the second row and select the appropriate size of name card (i.e. printing sheet). Then click on the button located bottom right marked **Step 2: Name lists**.
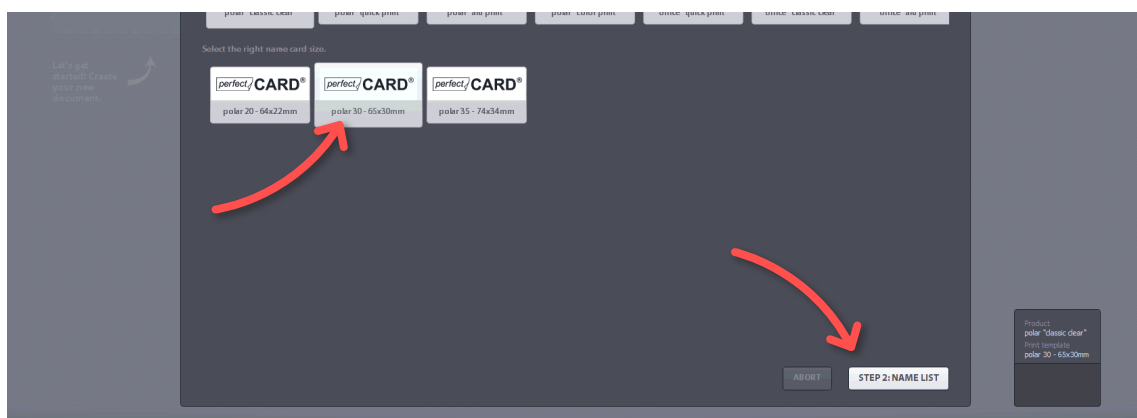
Creating a name list

4 You are now in the section of creator where you can import, generate or edit name lists. Move your mouse over the buttons between the two name list fields to bring up an explanation of their individual functions. Click on the **+ button** to create a new name list.
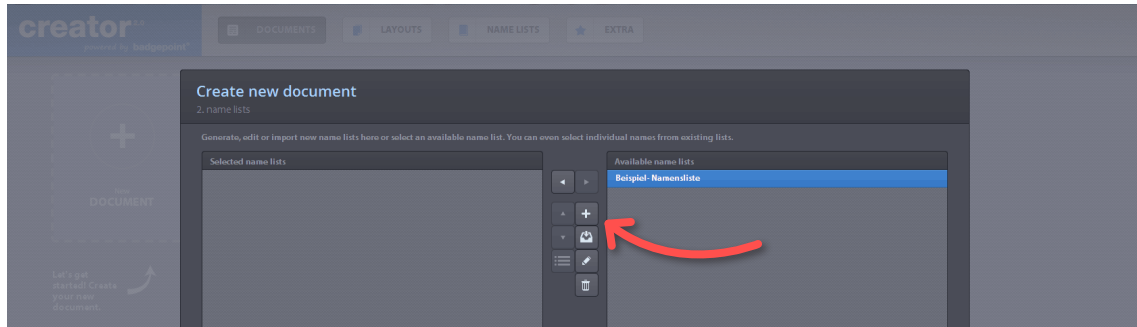
5 You will now see a wide field in the document called **New text field.** You can increase the number of columns and rows by clicking on the **+** symbol located at the bottom of the screen. Names can be entered in the new screens that appear.
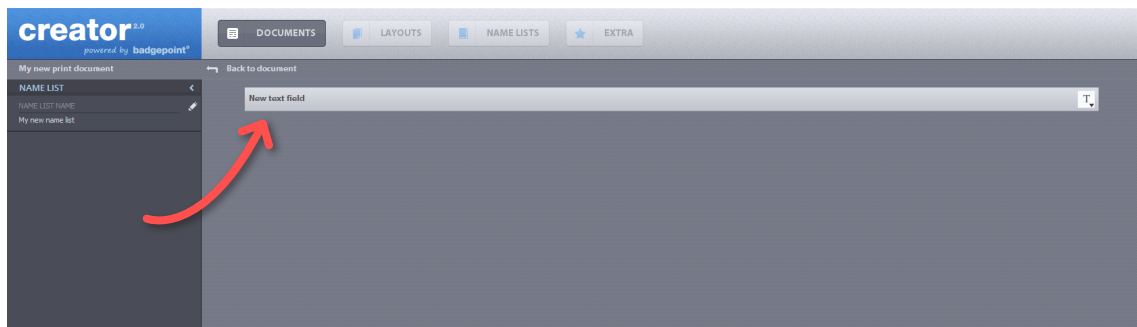

6 A **T** symbol is also displayed in the text field: double-click or right-click here to choose between **Type: text** and **Type: image**. Selecting **Image** takes you to the language flags which can be assigned to each individual name (optional).
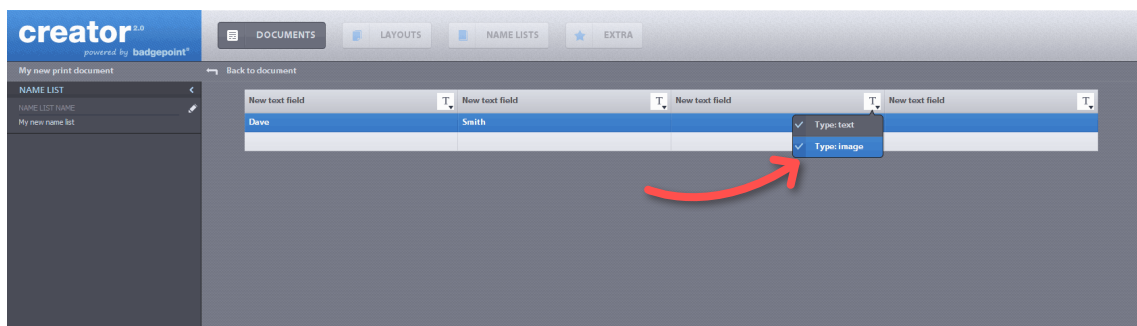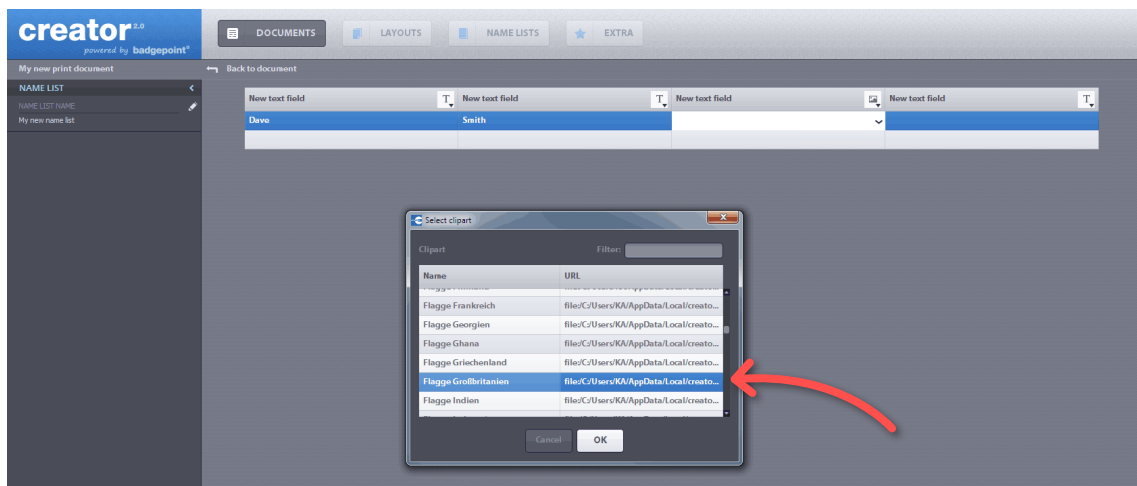
Inserting flags to indicate languages spoken

7 When **Image** is selected, the **T** changes to an image symbol. The input field now lets you choose between "flags" and "image"; select **Flags**.
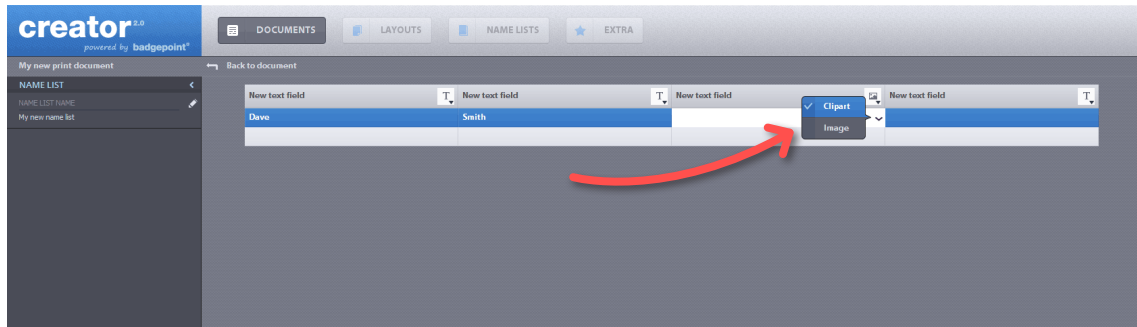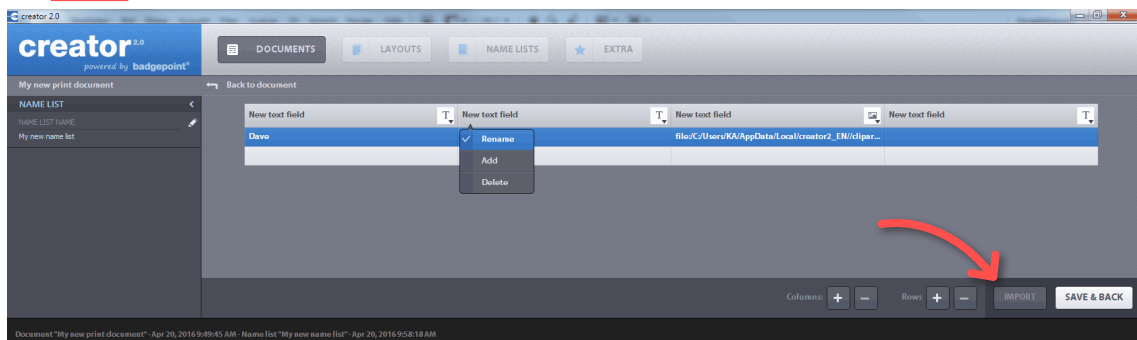

8 A dialog box opens where you can select flag symbols to identify the languages spoken against each individual name. Confirm your choice by clicking **OK**.
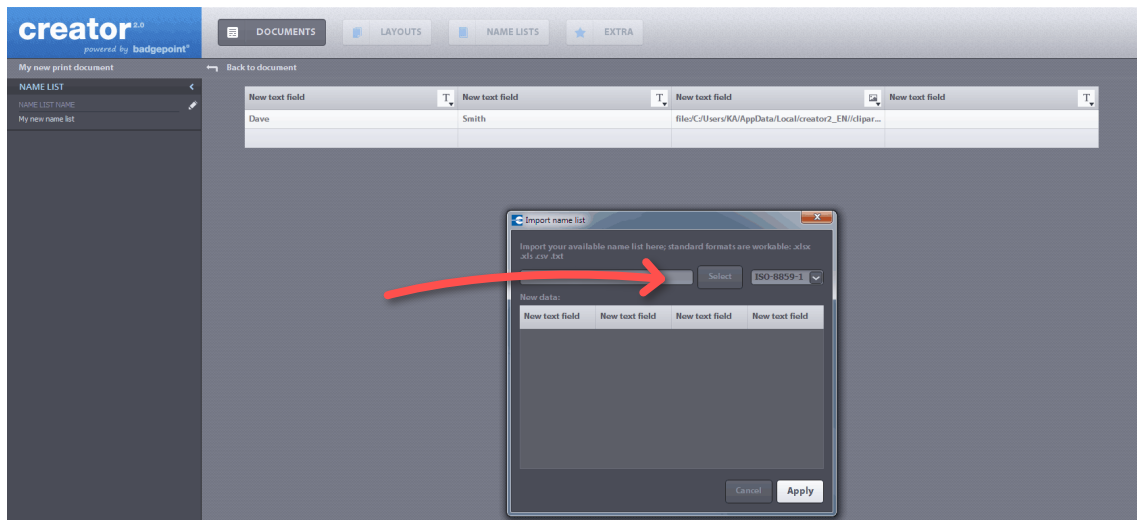

Importing name lists

9 You also have the option of importing existing name lists. To do so, click inside a text field and then on the **Import** button at the bottom.

**10** A new dialog box appears for importing name lists.

11 Click **Select** to highlight a name list stored on your PC. It is now ready for upload. Another dialog box appears: select the format and confirm the upload by clicking **OK**.
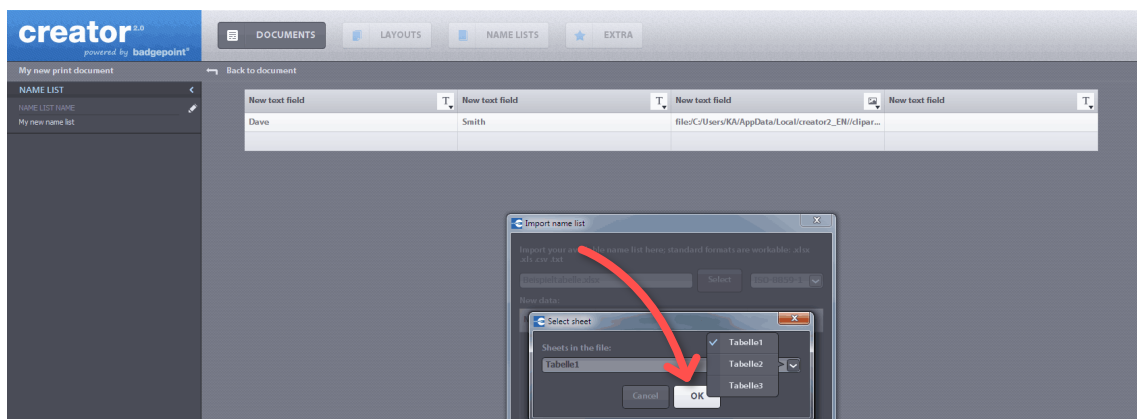

12 Now it's time to decide whether you want to import your data with or without a header. If you opt to import without a header, you must ensure that under Step 5 you have already set up exactly the right number of columns that you need at this stage.
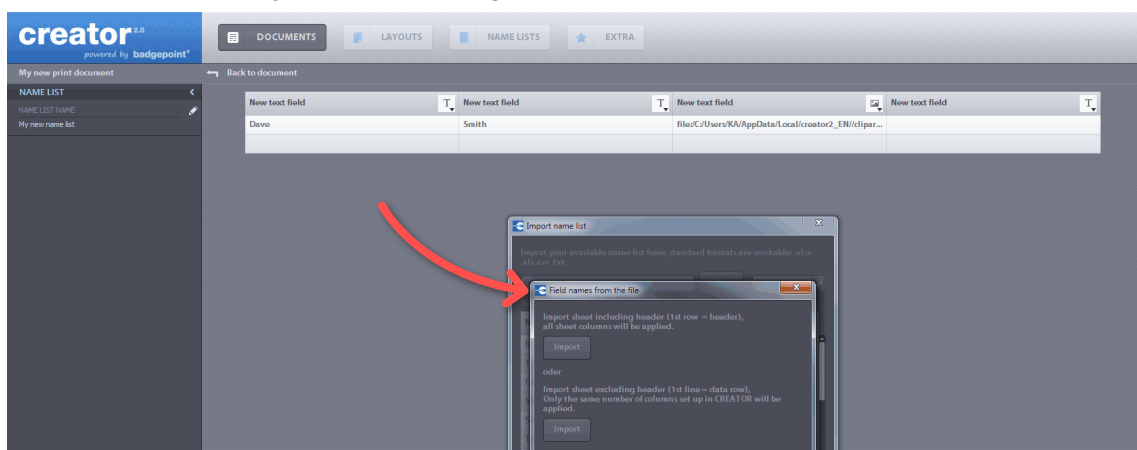
13 Once you have made your choice, the dialog box shows a preview. Click **Apply** to confirm.
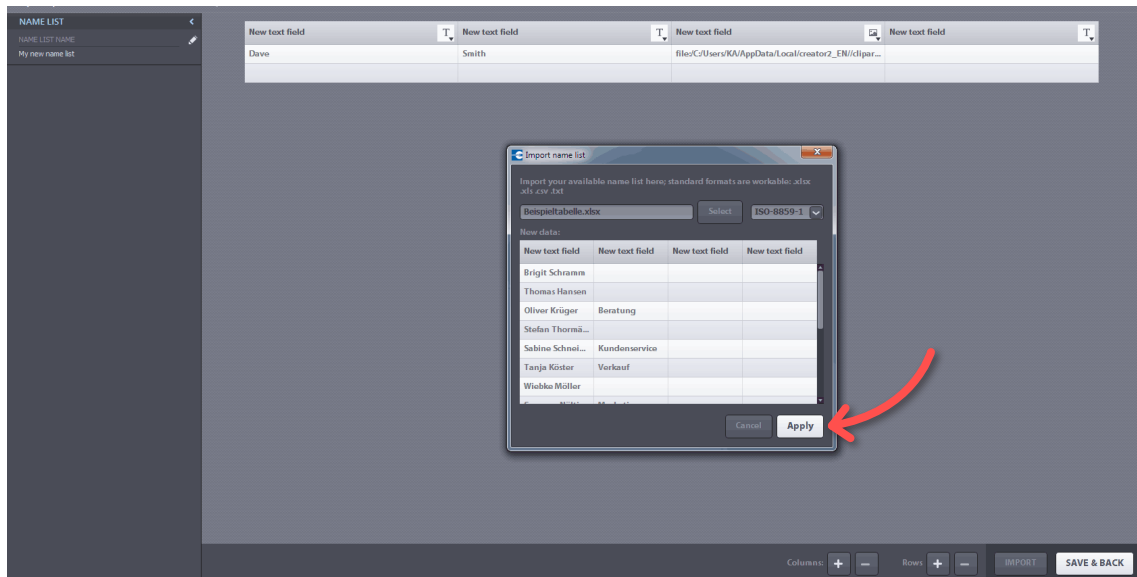

14 Your imported list can now be seen in creator. Click the **Save and Back** button located bottom right. You will then be asked to enter a name for your list (the default name is **My new name list**).
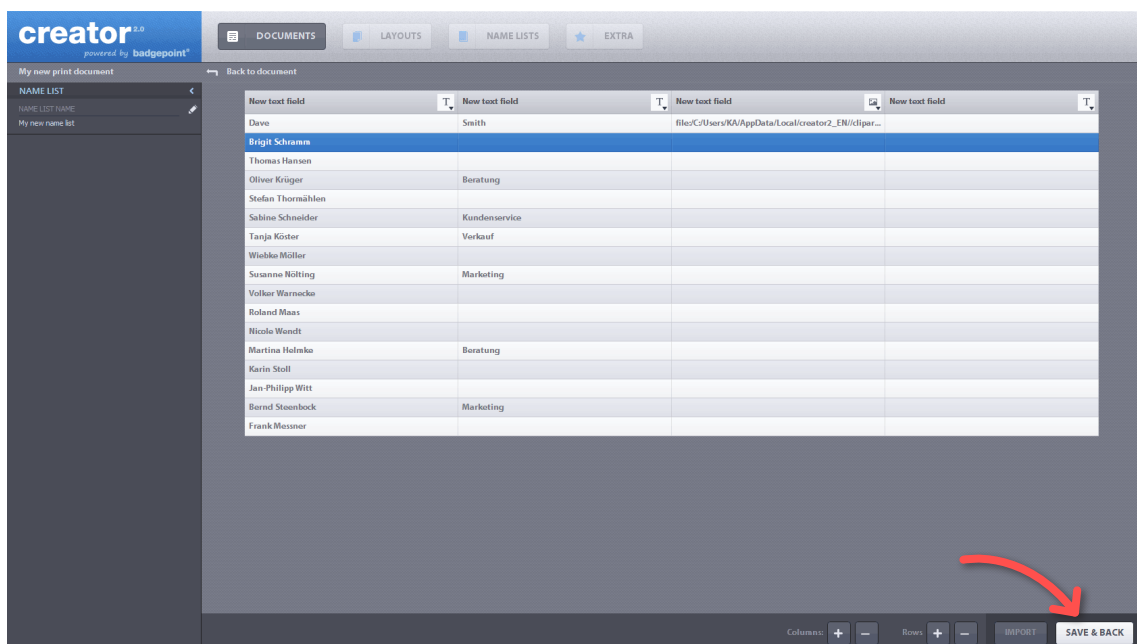
15 Once saved, you can either add the complete name list or selected individual entries to your print document. Next, click **Apply.**
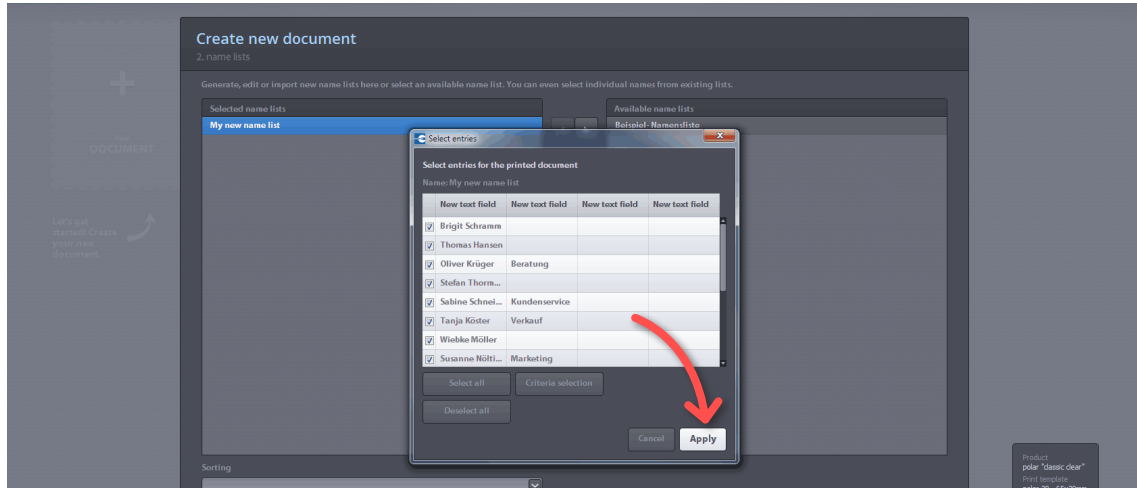

16 A new window opens and your list appears on the left in blue under **Selected name lists**. The next step is to click on the **Step 3: Layout** button located bottom right.
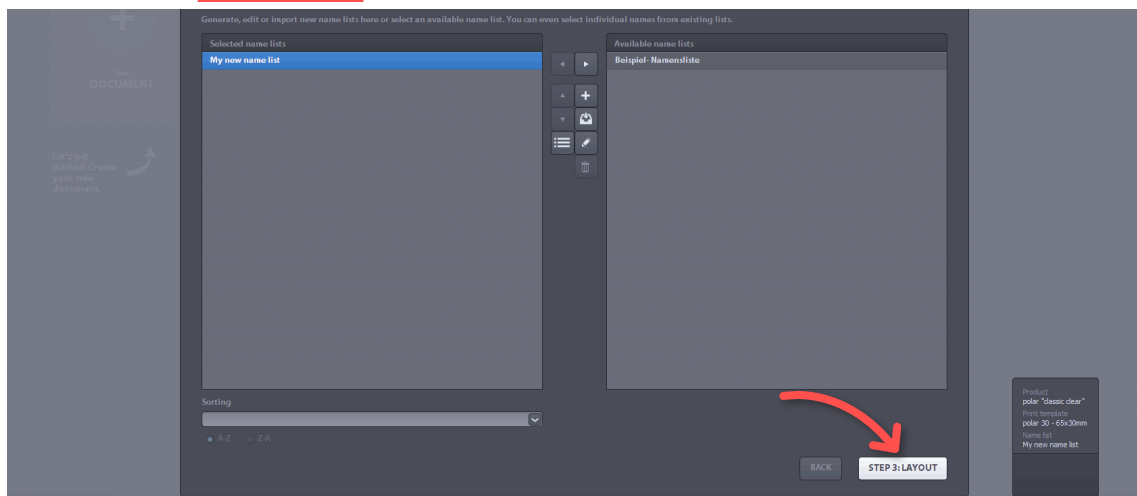
Designing the layout

Here's a basic tip before you use the layout menu: the bar along the bottom displays the tools you need to specify your data or image input fields, whilst the left-hand menu bar provides tools for editing the entries on the name card in more detail.

**17** To create a new layout template, click on **New Layout +**.
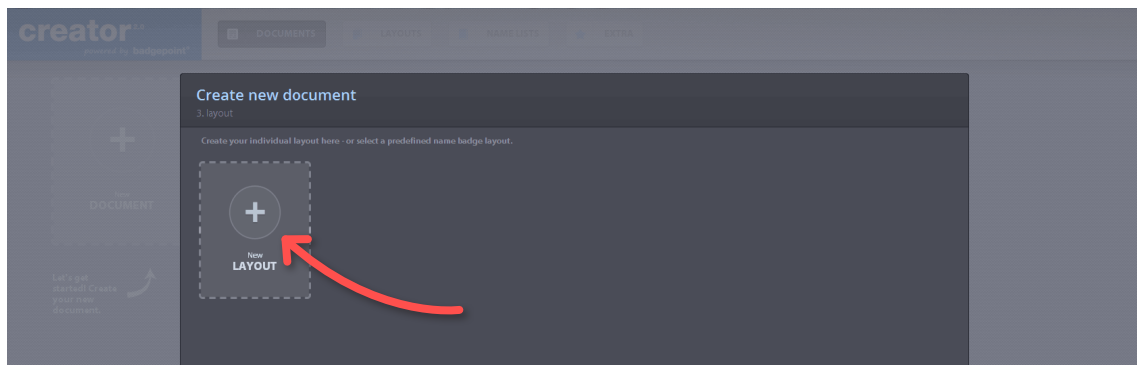
18 An input screen opens with the name card template located in the center. At the bottom edge of the screen, click on **T1, 2 (Add text data field element)**. T1 refers to the first column of text in the name list, e.g. names; **T2** refers to the second column of text (job title, for example). These data entries are made for all names in your list and apply globally. So for names, for instance, **T1** = the first column in , the name list.


19 The template now displays text fields which will determine the location of your names when they are printed on the name card. These fields can be moved to any position and can be made larger or smaller.
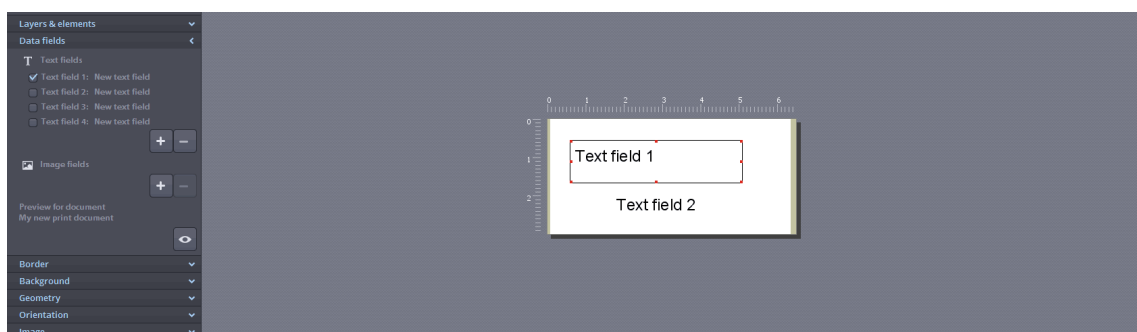
20 Now click on image icon **1,2** located bottom right (<u>**Add image data field element**</u>). Again, **B1** refers to the first image field in the name list, **B2** to the second, and so on. This is where you can add flags, for instance, to indicate the languages spoken, if these are the same for all employees.
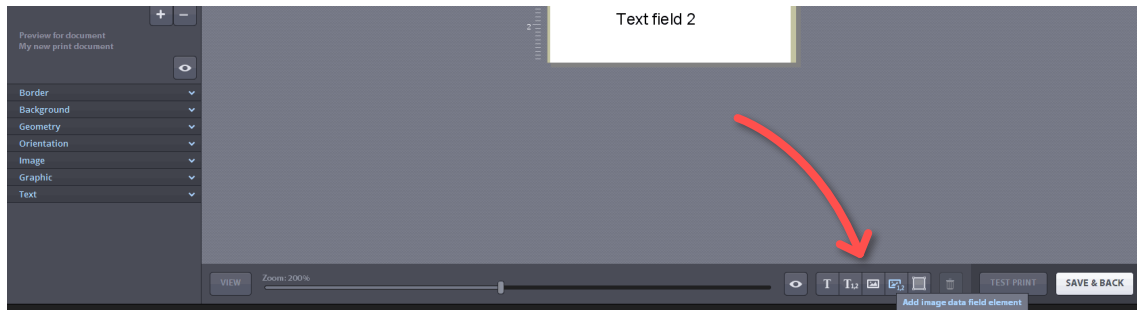
21 A camera icon appears on the name card template. You can drag this to any position where you want the language flag to appear later on. It is also possible to enlarge or reduce the flag.
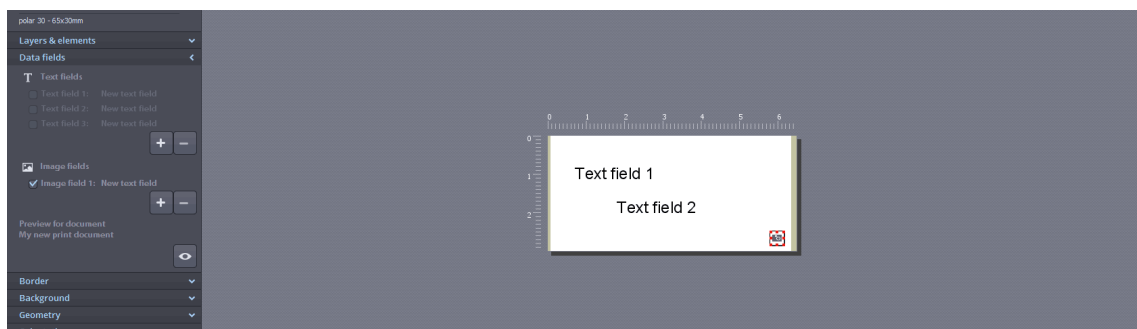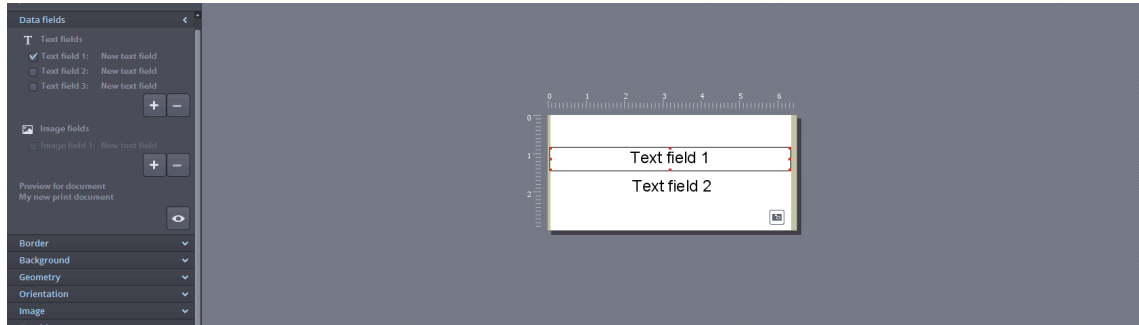

Customizing the font

22 You can select a <u>font type</u> from the menu on the left-hand side by first of all clicking on the very last item, the **Text** tab.

23 This is also the where you can customize the font size and font tracking. Simply highlight the text field you wish to edit.


Inserting a logo

24 To add your logo or an image that you want displayed on all name cards, first of all click **Add image element** at the bottom and then the **Image** tab to the left. Under **File**, you can select **Flags** or **Image**. Select **Image** to upload your logo, for example, to the name card template. A dialog box then opens which lets you search for the file you want on your PC
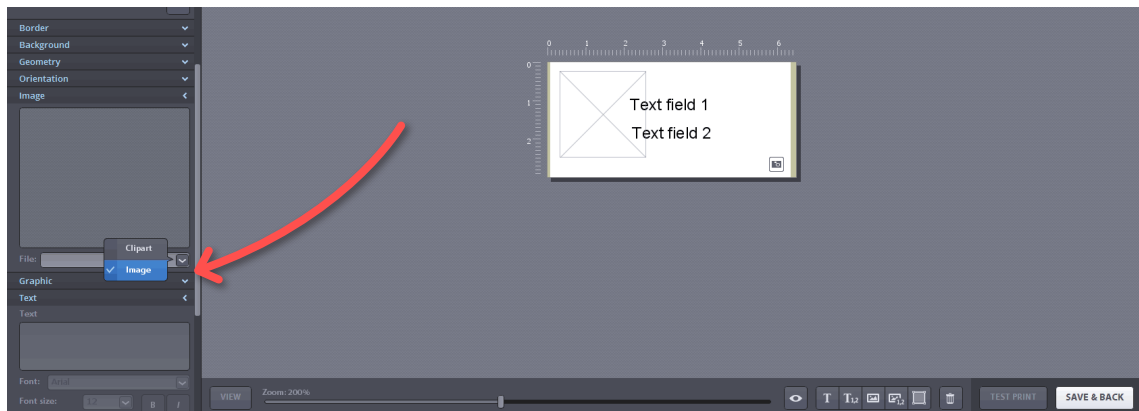
25 You can now edit the image in the template. Click on the **Geometry** and **Orientation** tabs in order to customize your logo in any way you want with the aid of the self-explanatory options listed. When you are happy with the way it looks, click **Save and Back** at the bottom right of the screen. You will then be asked to enter a name for that layout (the default name is **My new layout**).
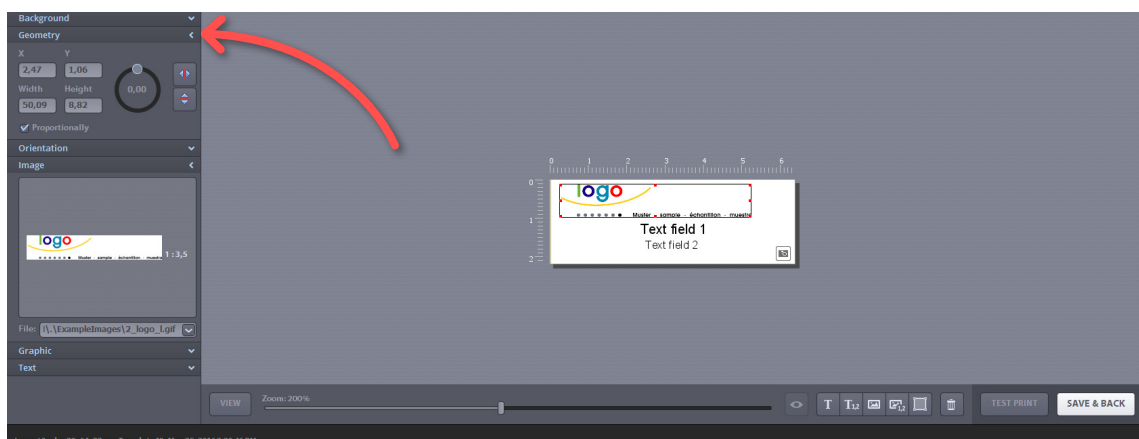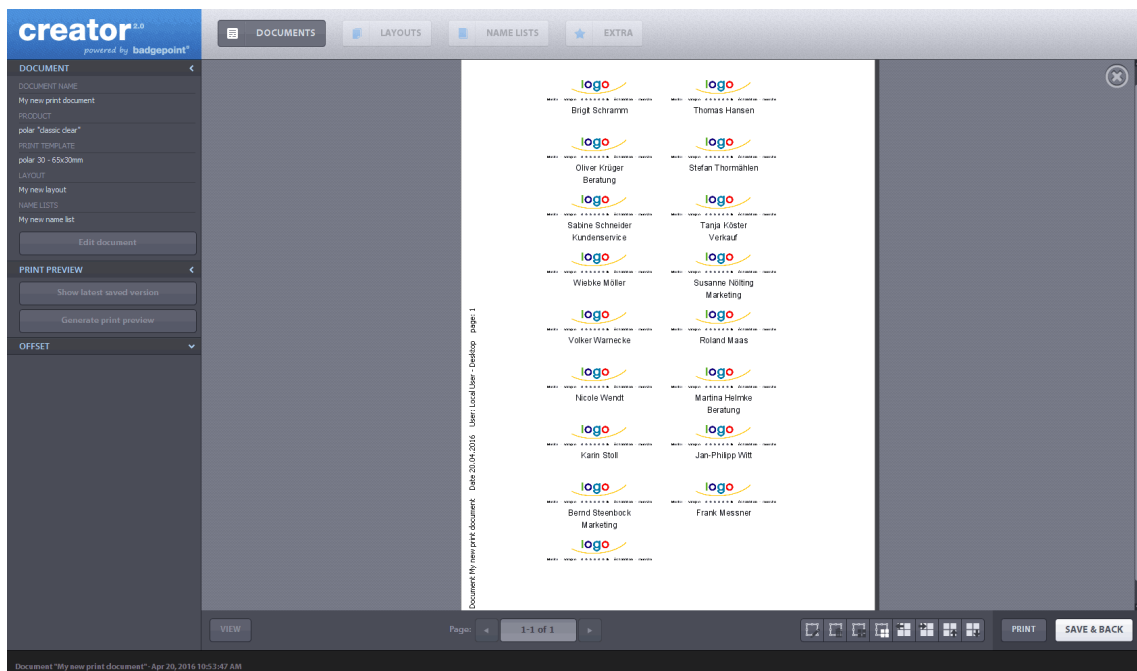
**26** The layout is now saved. Click on **Complete** (bottom right).
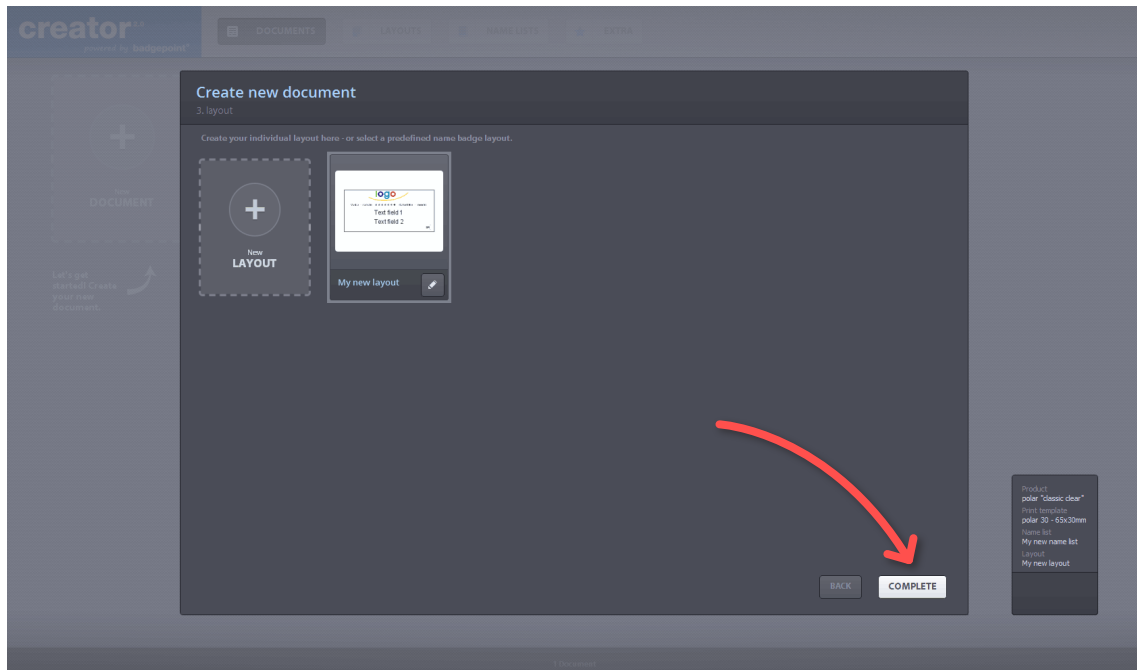
Printing the name cards

27 The completed template for the name card printing sheet is displayed in Print Preview.

28 You can choose whether to print out all or just selected name cards. Hold down the Control button on your keyboard and use the left mouse button to select the required fields. The Print button at the bottom gives the options **Print All** or **Print Selected**.
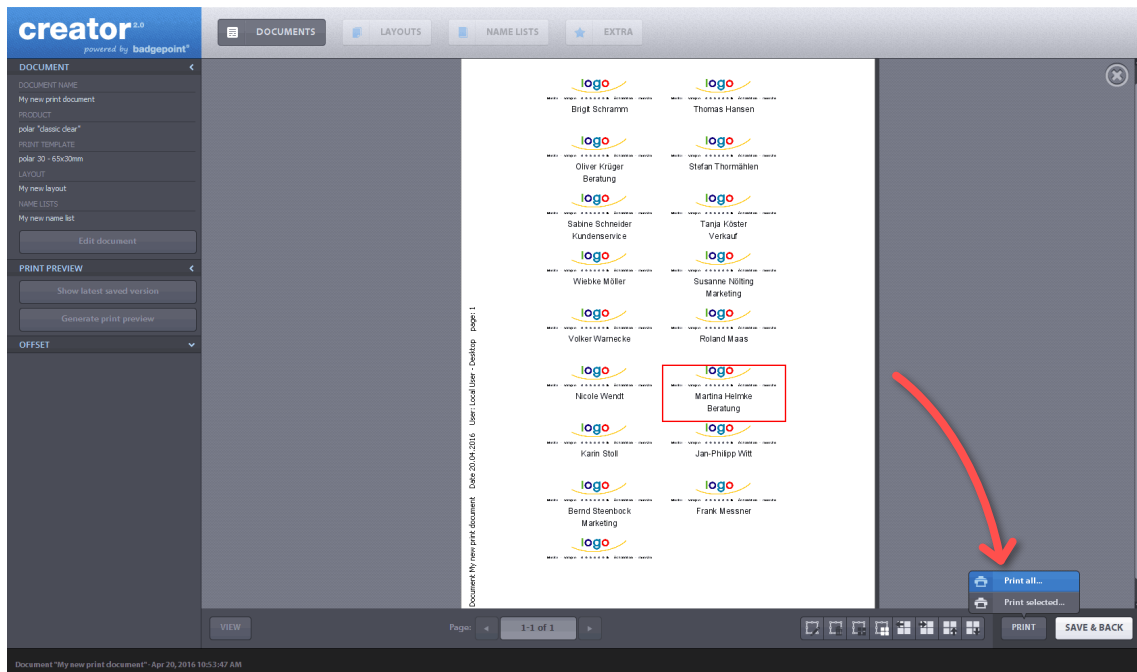
29 If you now wish to display crop marks as well, click on **View** at the bottom left. A new menu appears above this button where you can click on **Show crop marks**.