## badgepoint®

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## 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**<sup>®</sup>.

## 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**<sup>®</sup> 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.

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#### We're sure you'll love the results!



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#### Selecting the print template

1

Open creator and on the homepage click on the + New document symbol.

creator <sup>2.0</sup>	DOCUMENTS LAYOUTS NAME LISTS CATER
	and the second s
DOCUMENT	
	Beispiel-Dokument
Let's get startedi Craate your new document.	



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).

Create new document 1. Select product.
Solect your name badge series here. You will find a selection of compatible printing sheets below.
palar "dassic daur" palar "quick print" polar "alu print" palar "color print" office "quick print" office "dassic daur" office "dala print"
Select the right name card size.
/ [perfect/CARD® [perfect/CARD® [perfect/CARD® [perfect/CARD® [perfect/CARD® [perfect/CARD® [perfect/CARD® [perfect/CARD] ]
amigo circle- 60d 7mm amigo square- 60d 7mm event 40-75s3 7mm event 40-75s3 7mm forum 40-85s4 mm forum 40-85s4 mm forum 40-85s4 mm

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.

		perfect/CARD®				
polar 20 - 64x22mm	polar 30 - 65x30mm	polar 35 - 74x34mm				
	7					
					,	Product polar "dassic dear"
						Print template polar 30 - 65x30mm
				ABORT	STEP 2: NAME LIST	

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#### 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.

-	Create new document 2. name lists Generate, edit or insport new name list: here or select an available name list. You can even select individual names from existing lists.
DOCUMENT DOCUMENT stated Grant work of Grant document	Selected name lists Available name lists

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.

creator <sup>2.0</sup>	DOCUMENTS S LAYOUTS R NAMELISTS & EXTRA	
NAME LIST <		
	Now text field	T_
_		

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**.

creator <sup>2.0</sup>		TS NAME LISTS	🚖 EXTRA			
My new print document +						
NAME LIST K	New text field	T_ New text field	T_ New text fie	Id	New text field	T.
NAME LIST NAME 🥜			1			
My new name list	Dave	Smith			~	
		Select clipart				
			Filter:			
		Name	URL			
				•		
		Flagge Frankreich	file:/C:/Users/KA/AppData/Local/creato			
		Flagge Georgien	file:/C:/Users/KA/AppData/Local/creato	•		
		Flagge Ghana	file:/C:/Users/KA/AppData/Local/creato			
		Flagge Griechenland	file:/C:/Users/KA/AppData/Local/creato			
		Flagge Großbritanien	file:/C:/Users/KA/AppData/Local/creato			
		Flagge Indien	file:/C:/Users/KA/AppData/Local/creato			
				•		
			Icel 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.





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



1 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**.

🛏 Bad	c to document							
	New text field	T,	New text field	T	New text field		New text field	T,
	Dave		Smith		file:/C:/Users/KA/AppData/Local/crea	ator2_EN//clipar		
			Import your av ads.cav.dat Beispieltabelie New data:	Ste name list here; dsx	: standard formats are workable: .xlsx	~		
	⊶ Bad	·	New text field	New text field T New text field Dove Snith	New text field T. New text field T. Dave Sealth	New text field T New text field T New text field T New text field Deve Snith Red Citizen/RA/AppData/Load/or	New text field T New te	New text field T New te

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.

NAME LIST	<								
NAME LIST NAME	1	New text field	T,	New text field	T,	New text field	1	New text field	T,
My new name list		Dave		Smith		file:/C:/Users/KA/AppData/Local/creator2_	EN//clipar		
				Timport name list		×			
				Import your available name list .xls.csv.txt		standard formats are workable: .xlsx			
				Beispieltabelle.xlsx	_	Salect ISO-8859-1 🗸			
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				New text field New text field		New text field New text field			
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				Brigit Schramm					
				Thomas Hansen					
				Oliver Krüger Beratung					
				Stefan Thormä					
				Sabine Schnei Kundenserv	rice				
				Tanja Köster Verkauf					
				Wiebke Möller					
				C NEW M L C			0		
						Cancel Apply	<		
						Columns:		Rows + _ IMPORT	SAVE & BACK

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**).

ME LIST <					
ME LIST NAME	New text field	T_ New text field	T_ New text field	New text field	T,
	Dave	Smith	file:/C:/Users/KA/AppData/Local/	reator2_EN//clipar	
	Brigit Schramm				
	Thomas Hansen				
	Oliver Krüger	Beratung			
	Stefan Thormählen				
	Sabine Schneider	Kundenservice			
	Tanja Köster	Verkauf			
	Wiebke Möller				
	Susanne Nölting	Marketing			
	Volker Warnecke				
	Roland Maas				
	Nicole Wendt				
	Martina Helmke	Beratung			
	Karin Stoll				
	Jan-Philipp Witt				
	Bernd Steenbock	Marketing			
	Frank Messner				



**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.



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.

Layers & elements	~
Data fields	<
T Text fields	
✓ Text field 1: New text field	
Text field 2: New text field	
Text field 3: New text field Text field 4: New text field	
🔛 Image fields	+ -
Border	
Border	÷
Geometry	· ·
Orientation	~
Image	~



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20 Now click on image icon 1,2 located bottom right (Add image data field element). 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.

polar 30 - 65x30mm	
Layers & elements	~
Data fields	<
T Text fields Text field 1: New text field Text field 2: New text field	
Text field 3: New text field	
+	
Image fields Image field 1: New text field	
+	
Preview for document My new print document	
my new print document	•
Border	~
Background	~
Geometry	~

#### **Customizing the font**

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

Border 🗸	
Background ~	
Geometry 🗸	humadaanadaanadaanadaanadaanadaana
Orientation 🗸	
Image 🗸 🗸	Text field 1
Graphic 🗸	
Text <	Text field 2
Text Aparajita	
Arabic Typesetting	
✓ Arial	<u> </u>
Font: Arial Black	-
Font siz Arial Narrow /	
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Horizontal Vertical	
EEE T÷L	
Horizontal margin: — 4 pt	
Vertical margin: — 🚺 🗕 🚺 pt	
For long text:	
Wrap text	VIEW ZOOM: 200% T Tu 🖾 P21 🗋 🏚 TEST PRINT SAVE & BACK



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).

Background Geometry X Y 222 1.06 0.00 (*) Width Height 0.00 (*) * Proportionally Orientation File: [1] Exemple Image 12.000.00 (*) Graphic v Text v	finandana finandana finandana Multiplication finandana Text field 1 Text field 2 B	
Layoet "polar 20-64x22mm Template 1"- May 25;		SAVE & BACK





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.





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**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**.

