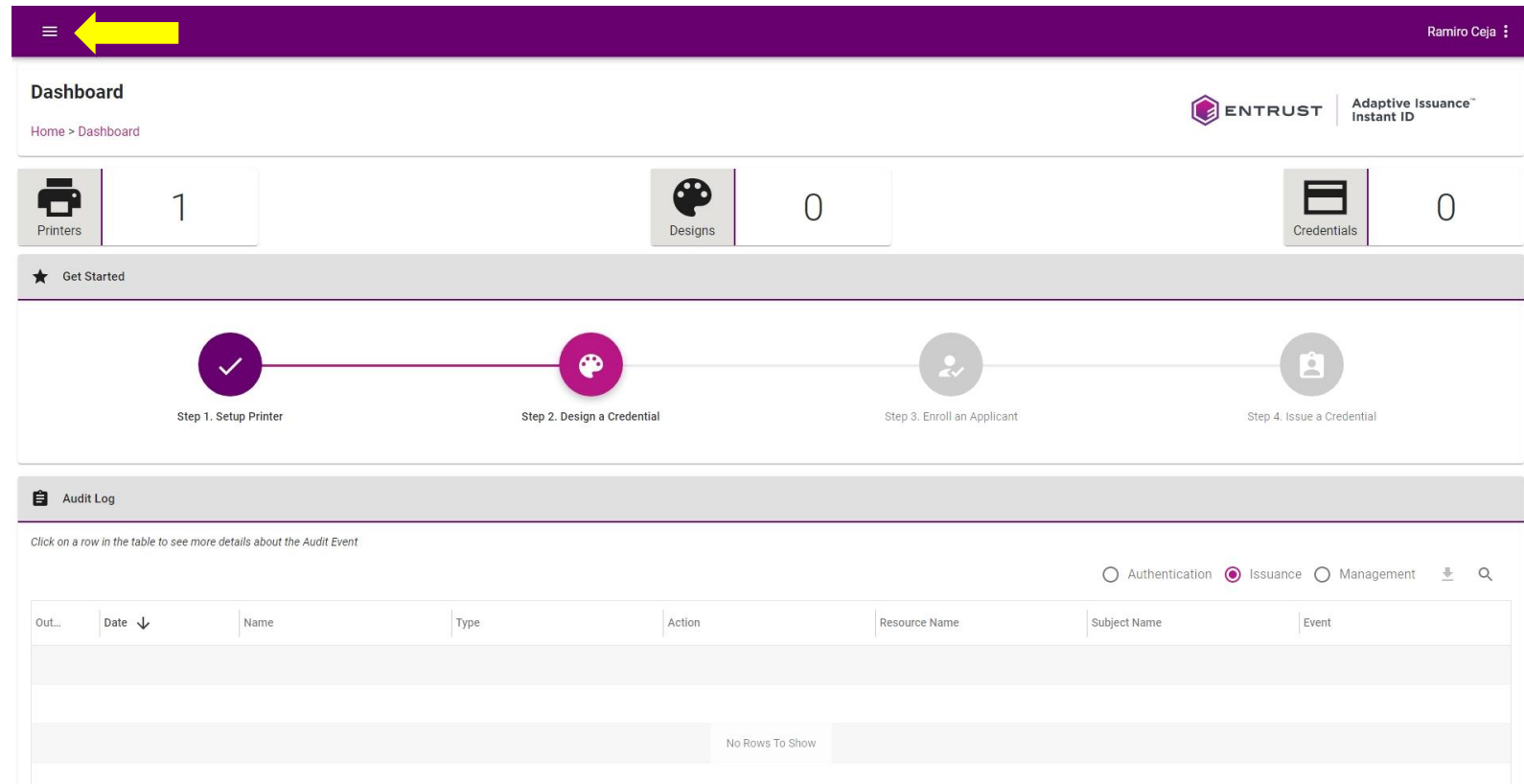# CREDENTIAL DESIGNS

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SECURING A WORLD IN MOTION

Credential Designs

Credential designs set the graphics and fields on a credential. The fields on the credential design set the fields in the enrollment form.

Create a Credential Design

To create a **Credential Design**, click on the **Main Menu** icon at the top left corner of the screen.

Create a Credential Design

Select **Credential Designs.**
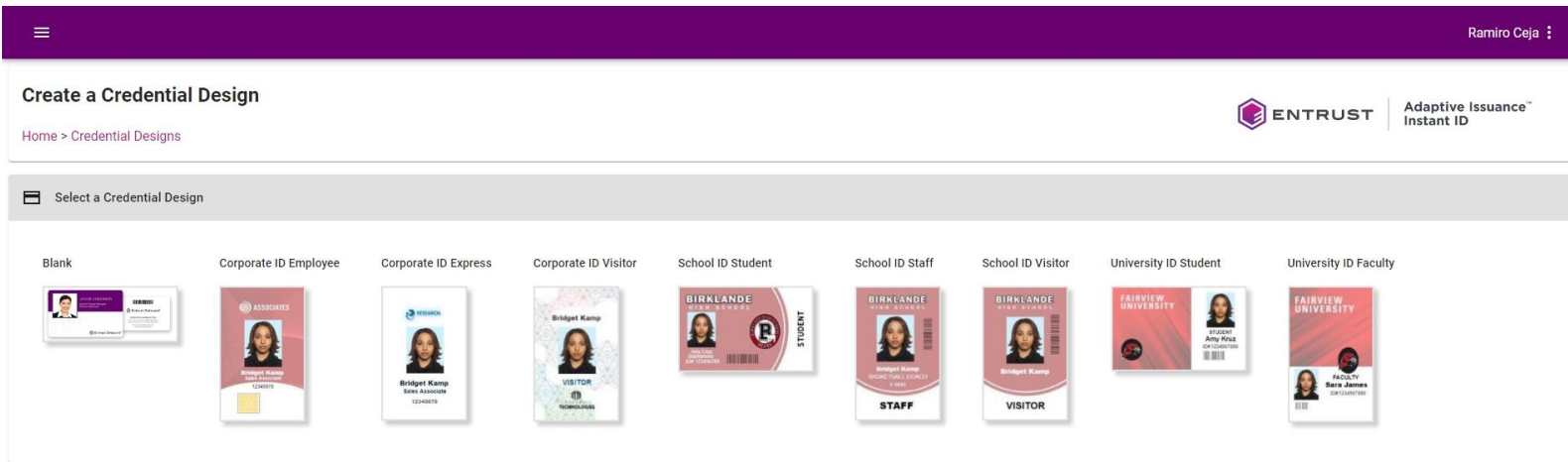
Create a Credential Design

From the **Credential Designs** page, click on the **Add** icon.
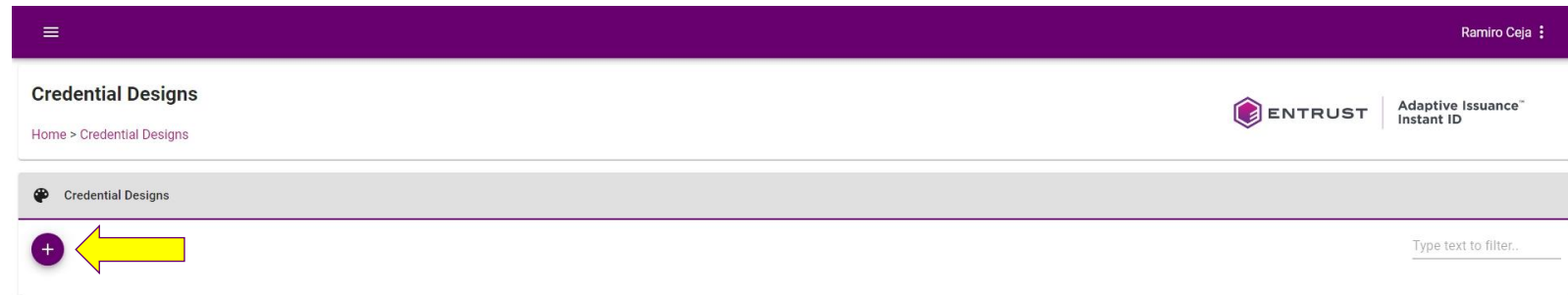
Create a Credential Design

Select a **Credential Design** template.

- To create a credential design using a blank template, click **Blank**.
- To create a credential design using a template with fields, select a template.

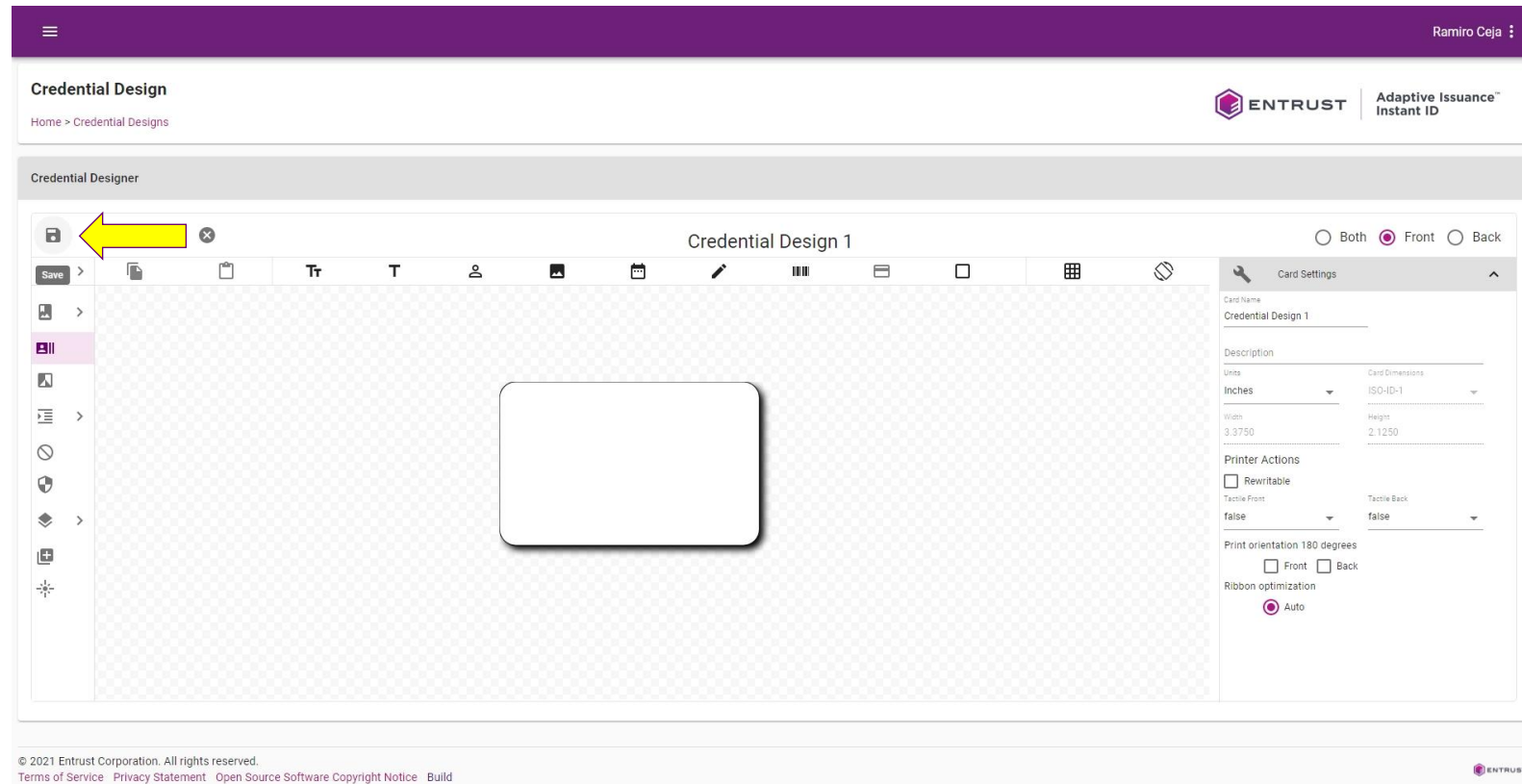# Create a Credential Design

The **Credential Designer** opens.

Create a Credential Design

To save changes to a credential design, click on the **Save** icon.

Note: As you are creating your Credential Design, you want to save often to avoid losing changes.

Create a Credential Design

To save a credential design with a different file name, click on the **Save As** icon.

Create a Credential Design
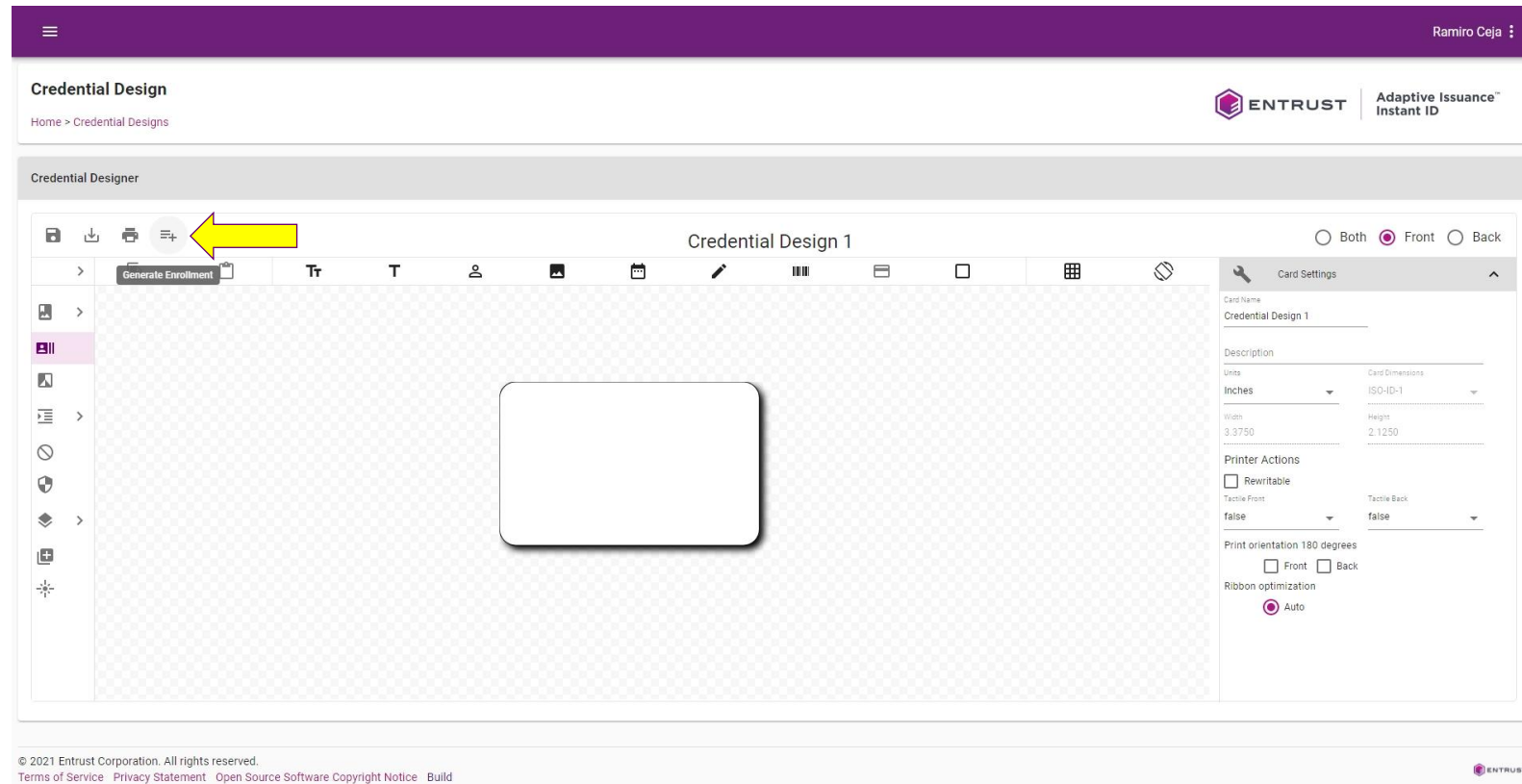
To print a sample credential to view how the credential design will appear on a printed card, click on the **Print Sample** icon.

Create a Credential Design

To generate an enrollment form based on the credential design, click on the **Generate Enrollment** icon.

Create a Credential Design

To close a credential design, click on the **Close** icon.

Note: A warning will display before closing if you have made changes to the credential design.

Card Settings

Configure the Card
Settings.

1. In the **Card Name**
field, enter the
name for the
credential design.

2. In the
**Description
field**, enter a
description for the
credential design.

3. In the **Units** field,
select the unit of
measure.

Card Settings

Configure the options in the Printer Actions area.

- Select **Rewritable** to allow the credential to be rewritten.

- Select **Tactile** to enable tactile printing on cards.

- Select **Front** or **Back** under **Print orientation 180 degrees** to set the print orientation for the card.

- Select the **Ribbon optimization** options. **Auto** allows the printer to enable ribbon optimization based on the conditions of the print job and printer status.

Configure the Credential Designer

Click on the **Grid** icon to enable the grid.

Grid places horizontal and vertical lines in increments of 1 cm or 1 in.

Configure the Credential Designer

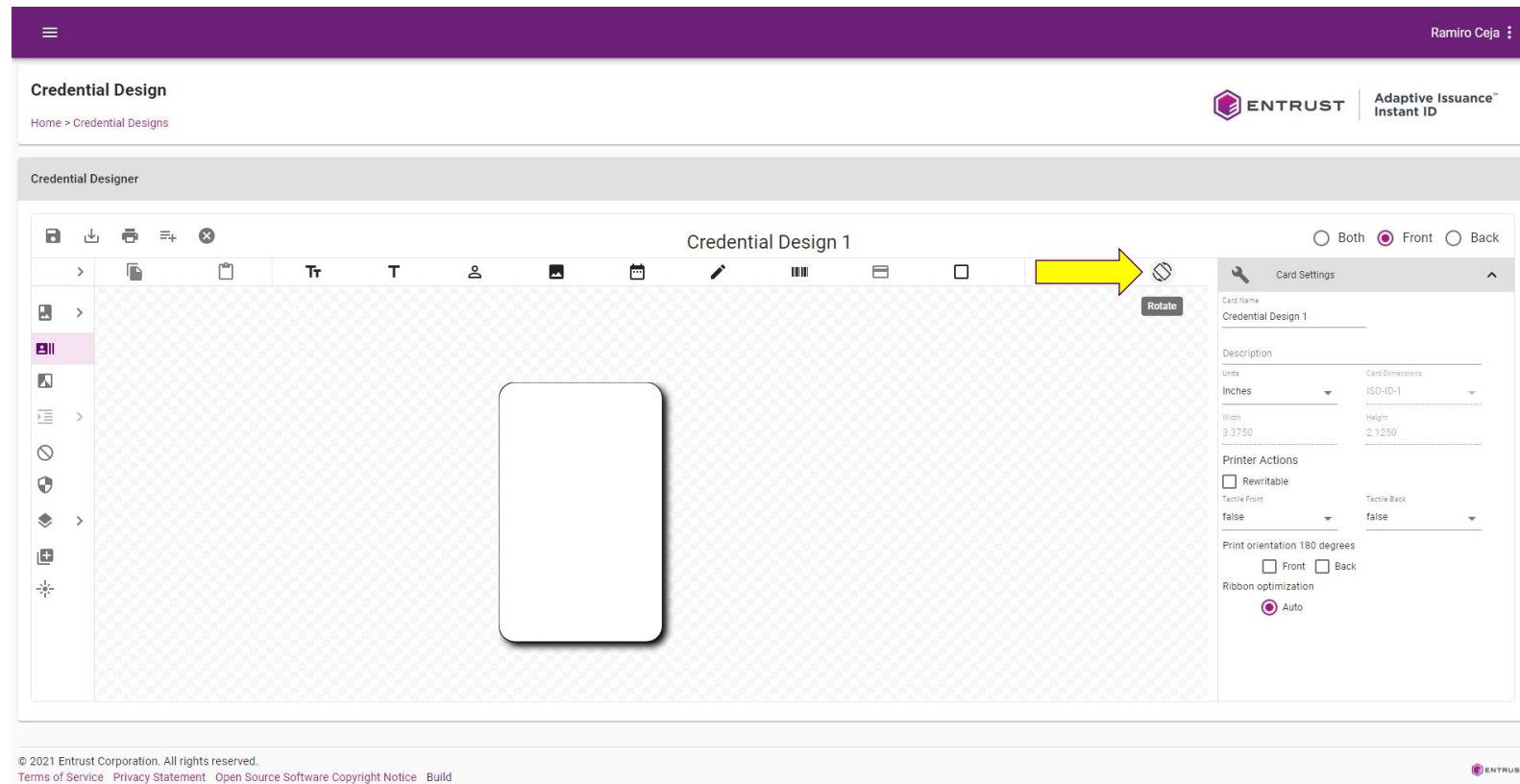Click on the **Rotate** icon, to rotate the credential.

Rotate rotates the selected side of the credential 90 degrees clockwise.

Configure the Credential Designer

Select the side(s) of the credential to display.

- ○ Both
- ○ Front
- ○ Back

Layer Properties

The layer properties configure the functionality of the layers on the credential design.

Layer Properties

Click on the arrow above the layers to expand the Layer Properties pane.

Layer Properties

Click on the arrow to the right of a layer to expand the layer properties pane for that layer.

Background Layer

The **Background** layer sets a color or static image as the background of the credential. The **Background** layer supports the following fields:

- Static Text
- Static Image
- Rectangle

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Background Layer

Click on the arrow to the right of the layer to expand the layer properties pane.

Background Layer

Click on **Set Background**.

Background Layer

To set a color as the background layer, select **Color** and then select a color from the color selector.

Background Layer

To set an image as the background layer, select **Image** and then click on the **Upload** icon to upload an image.
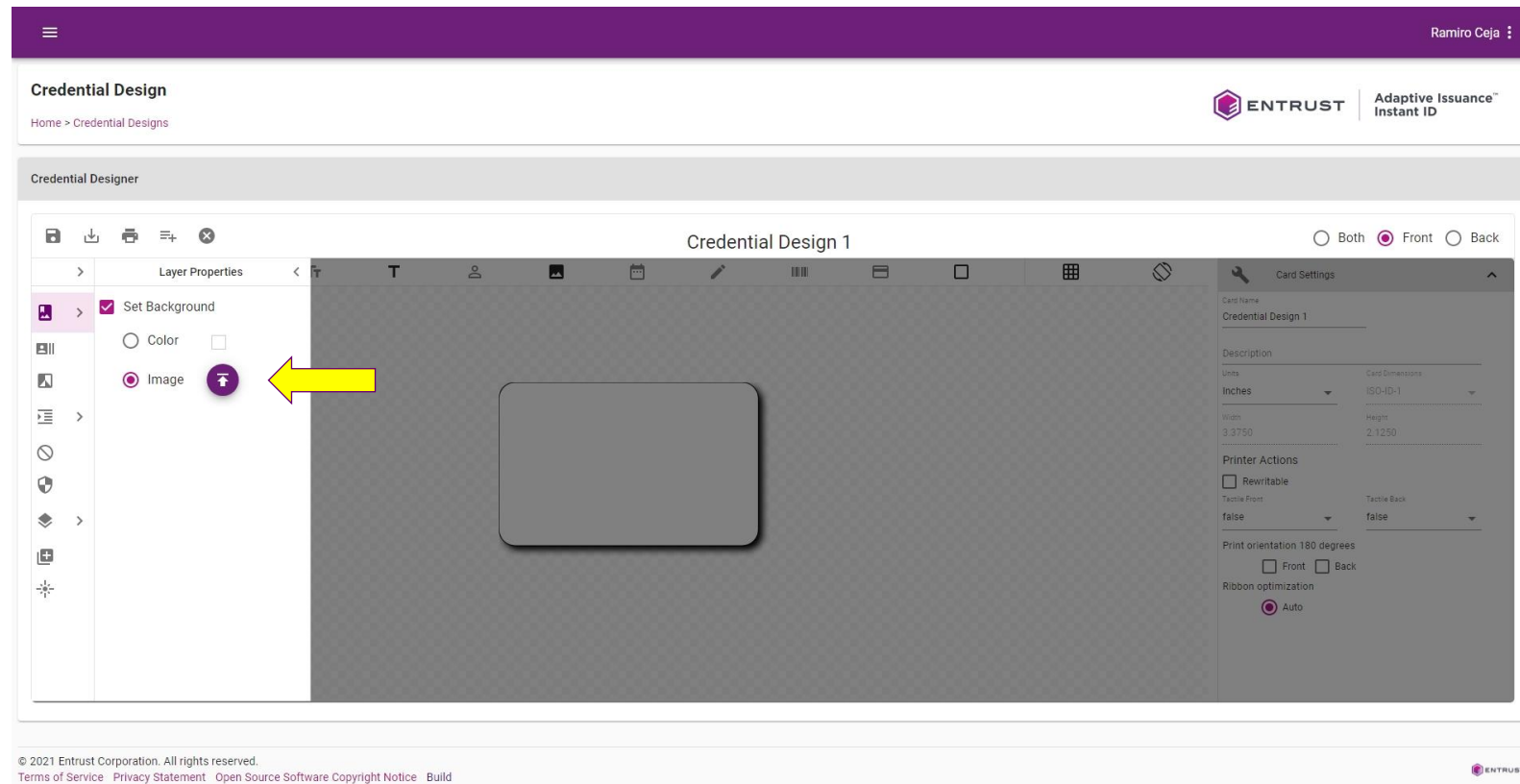
Color Layer

The **Color** layer contains color text, images, or shapes on the credential. The **Color** layer supports the following fields:

- Text
- Static Text
- Photograph
- Static Graphic
- Date
- Signature
- Bar Code
- Rectangle

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Black Layer

The **Black** layer contains objects that print in black and white. The **Black** layer supports the following fields:

- Text
- Static Text
- Photograph
- Static Graphic
- Date
- Signature
- Bar Code
- Rectangle
- Magnetic Stripe

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Emboss/Indent Layer

The **Emboss/Indent** layer contains text fields that the printer will emboss on the credential. The Emboss/Indent layer supports the following fields:

- Text
- Static Text

Non Printable Area Layer

Use the **Nonprintable area** layer to define areas on the card that must not be printed over. For example, placing a rectangle in the **Nonprintable area** layer over the manual Signature field prevents the printer from printing on top of the Signature field.

When a Rectangle is added to the **Nonprintable area** layer, it displays red and white lines on the screen for design purposes. This Rectangle blocks the contents of all layers except for the Lamination and Topcoat/RTM layers.

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Durability and Security Layers

Durability and Security layers apply objects and fields that improve the durability and security of the credential. The **Durability and Security** layers include:
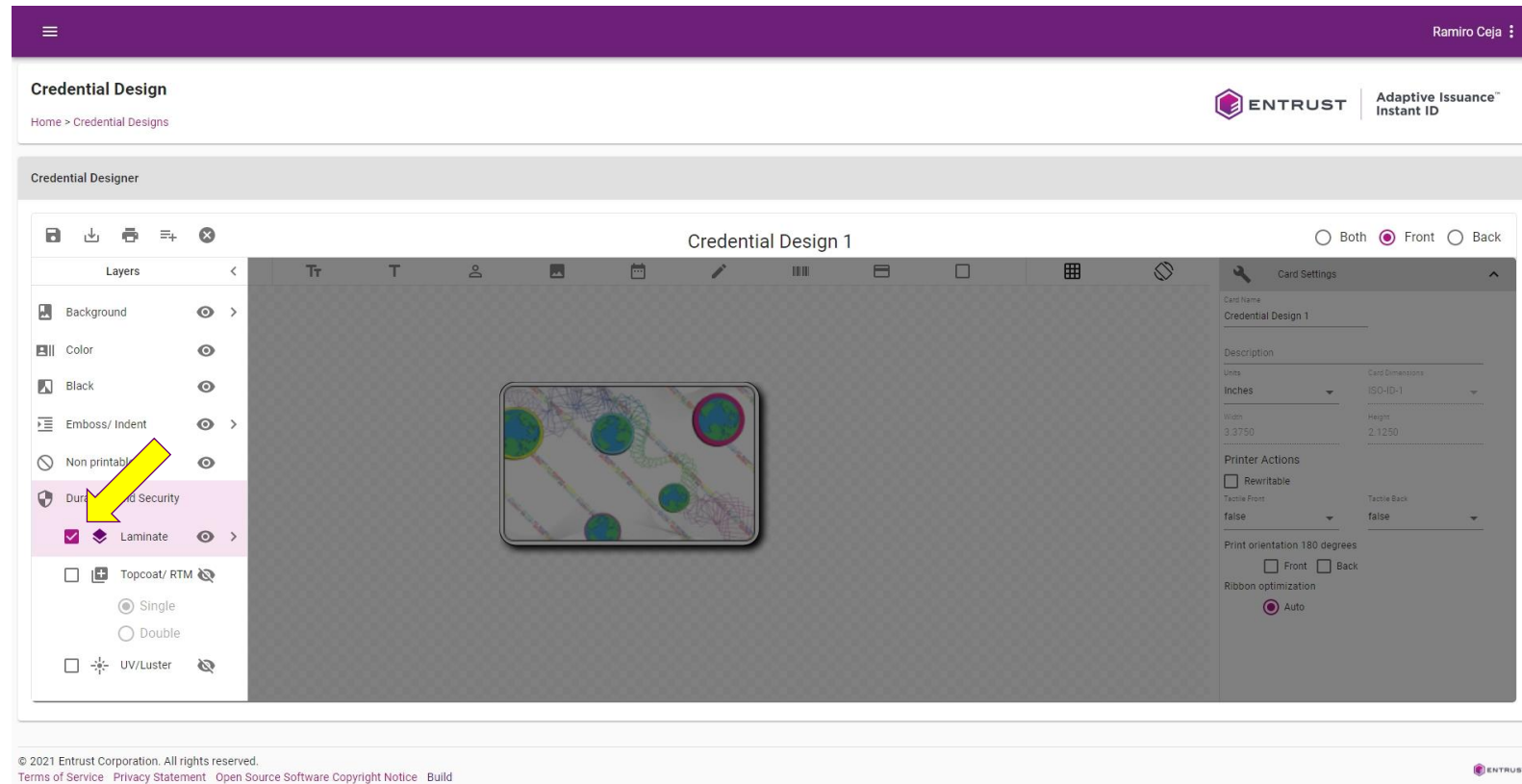
- **Laminate** layer
- **Topcoat/RTM** layer
- **UV/Luster** layer

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Laminate Layer

The **Laminate** layer contains options that configure how the printer applies lamination to the credential. Ensure that the printer supports the lamination settings applied on the Laminate layer.

Laminate Layer

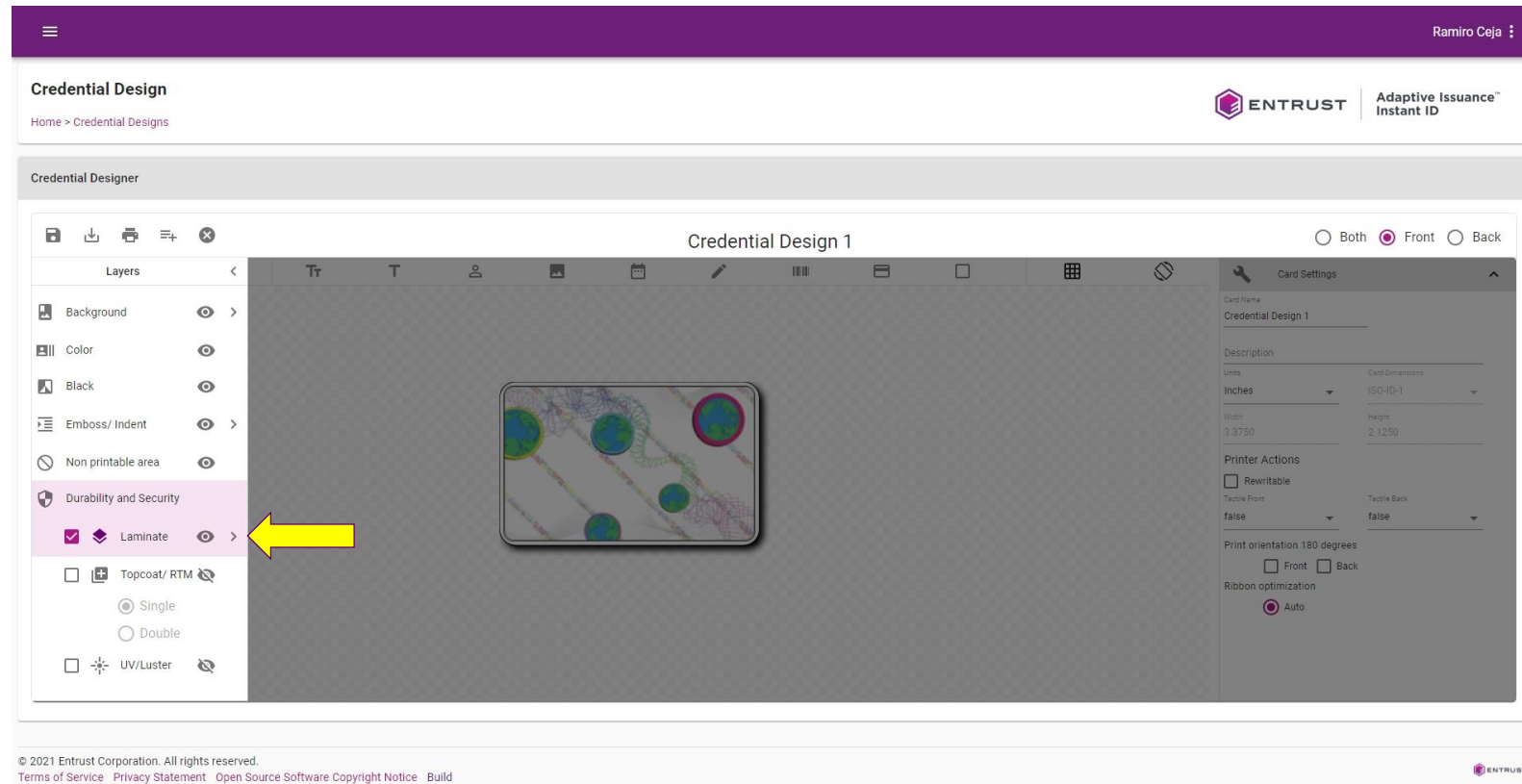Select the checkbox next to the **Laminate** layer to enable the layer.

Laminate Layer

Click on the arrow to the right of a layer to expand the layer properties pane.

Laminate Layer

From the **Laminate 1** and **Laminate 2** drop-down lists select one of the following options:

- Do not use
- Laminate once
- Laminate twice

Topcoat/RTM Layer

The **Topcoat/RTM** layer configures how the printer applies topcoat and retransfer material (RTM) to the credential.

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Topcoat/RTM Layer

Select the checkbox next to the **Topcoat/RTM** layer to enable the layer.

Topcoat/RTM Layer

Select **Single** to apply one layer on the credential.

Topcoat/RTM Layer

Select **Double** to apply two layers on the credential.

UV Luster Layer

The **UV Luster** layer contains fields that print on the credential using ultraviolet material. The **UV Luster** layer supports the following fields:
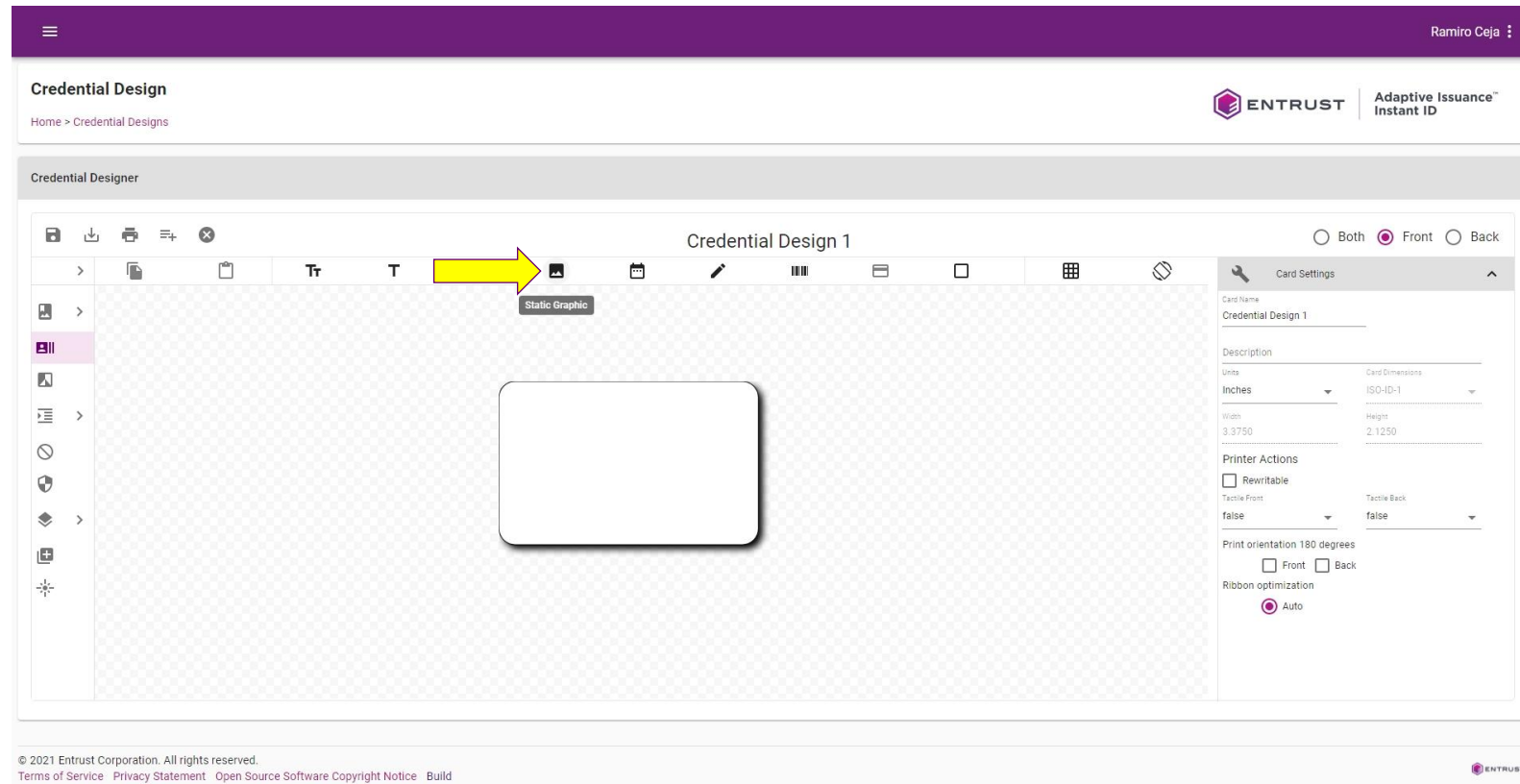
- Text
- Static Text
- Photograph
- Static Graphic
- Signature

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Graphics Fields and Objects

Graphics are fields and objects on the credential design that add to the appearance of the credential design.

Static Graphic Field

To add a **Static Graphic** field, select a layer, click on the **Static Graphic** icon, and then click on the credential design.

Static Graphic Field

The software places the **Static Graphic** field on the card and displays the **Static Graphic Properties** pane.

Static Graphic Field

Click on the **Upload** icon to select an image.

Static Graphic Field

Select the image file and click on **Open**.

Static Graphic Field

Configure the **Static Graphic Properties**:

- ◦ Enter a name in the **Name** field.
- ◦ Modify **Width** and **Length** fields to adjust the size of the field.
- ◦ Modify **Left** and **Top** fields to adjust the position of the field.
- ◦ Enter a percentage in the **Rotation** field to rotate the field.
- ◦ Select **Display the photo semi-opaque** then set the **Percent Opaque** to set the opacity of the field.

Static Text Field

To add a **Static Text** field, select a layer, click on the **Static Text** icon, and then click on the credential design.

Static Text Field

The software places the **Static Text** field on the card and displays the **Static Text Properties** pane.

Static Text Field

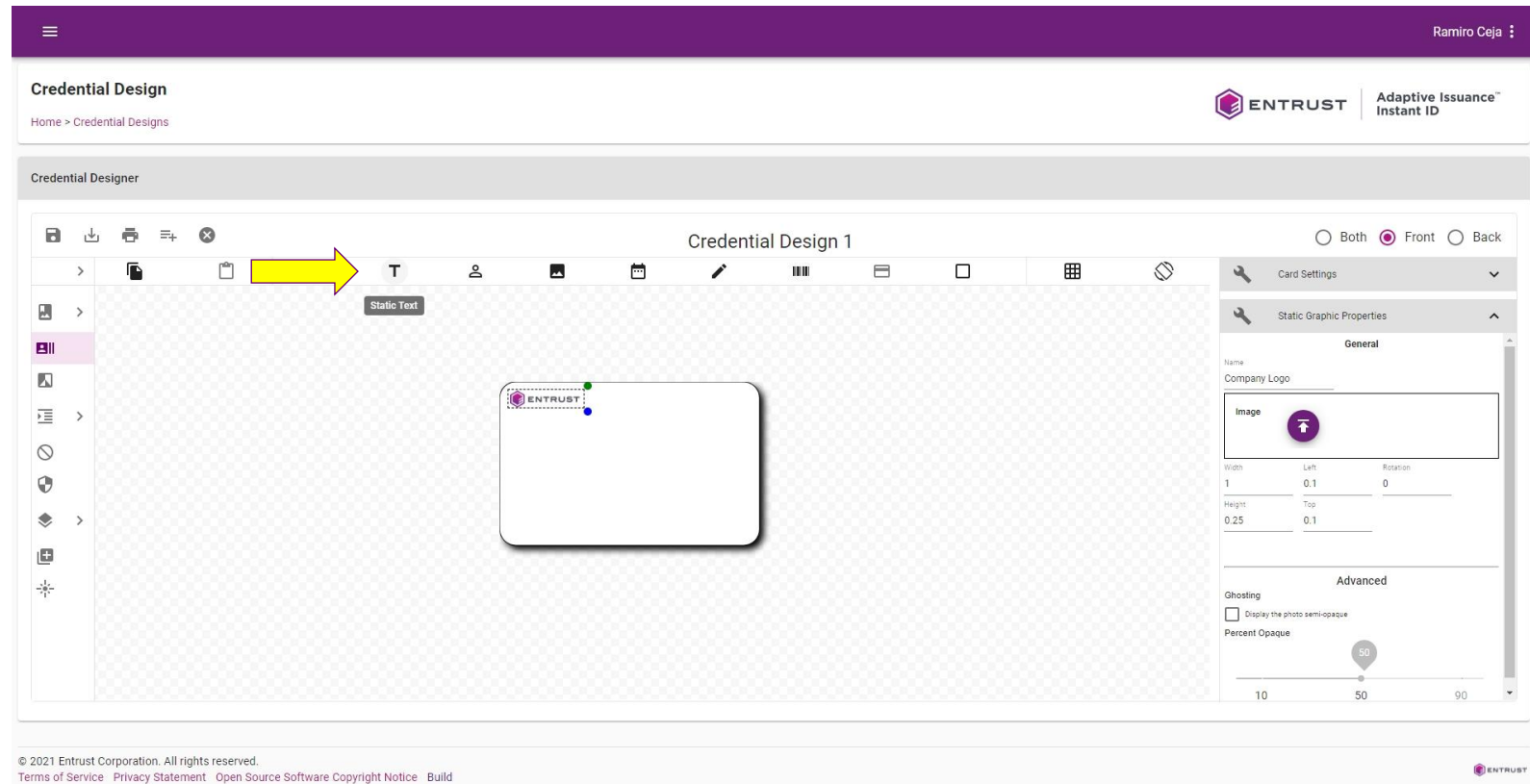Enter static text in the **Display Text** field.

Static Text Field

Configure the **Static Text Properties**:

- ○ Enter a name in the **Name** field.

- ○ Modify **Width** and **Height** fields to adjust the size of the field.

- ○ Modify **Left** and **Top** fields to adjust the position of the field.

- ○ Enter a percentage in the **Rotation** field to rotate the field.

- ○ Select **Wordwrap** to allow the text in the field to wrap.

Static Text Field
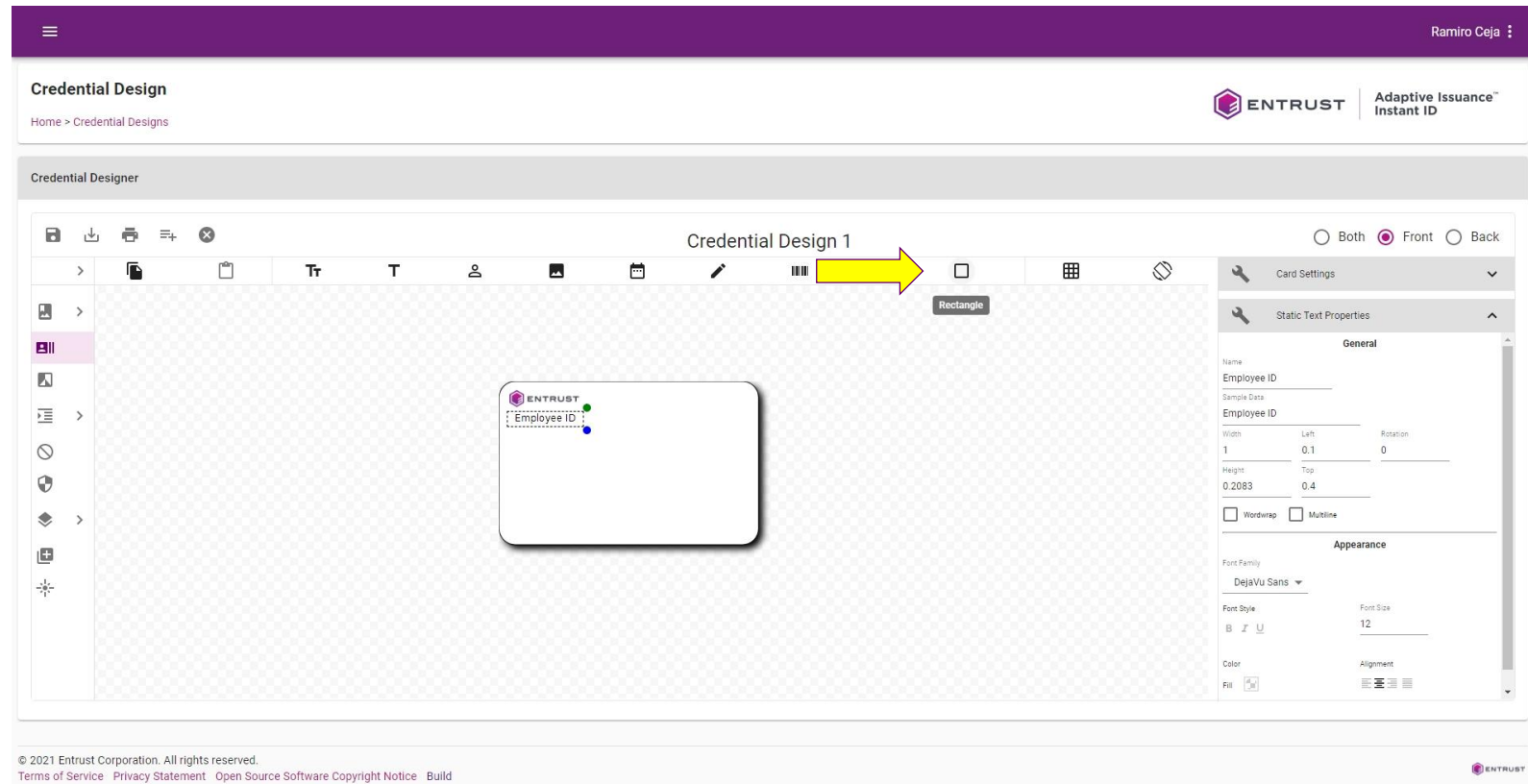
Configure the **Static Text Properties**:

- ○ Select **Multiline** to allow the text in the field to contain multiple lines.
- ○ Modify the font for the text in the field:
  - ▪ Select a **Font Family**.
  - ▪ Select a **Font Style**.
  - ▪ Enter a **Font Size**.
- ○ Select colors for the **Fill** and **Stroke** to change the color of the field.
- ○ Select the **Alignment** for the field.
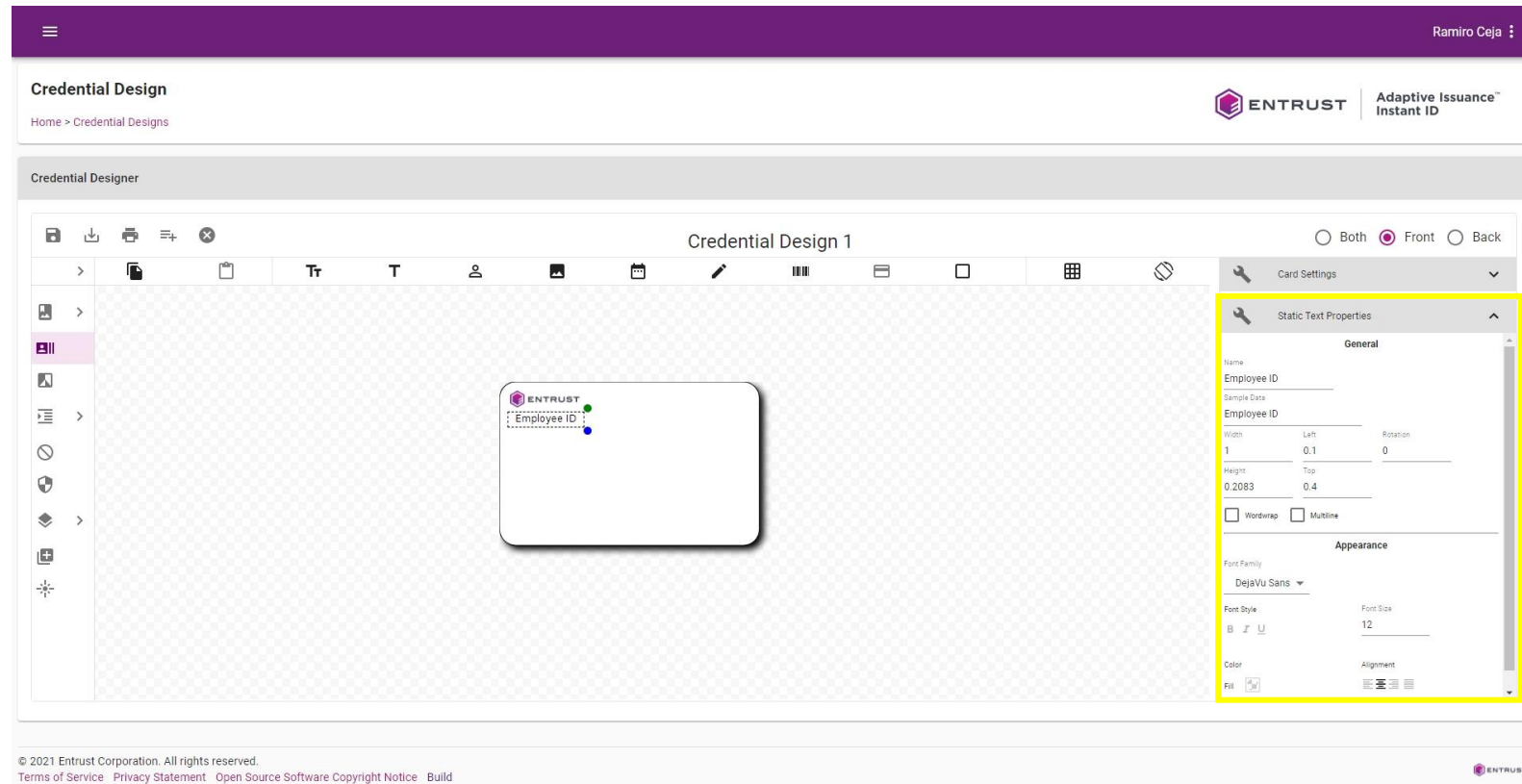
Rectangle Field

To add a **Rectangle** field, select a layer, click on the **Rectangle** icon, and then click on the credential design.

The **Rectangle** field can also be used with the **Nonprintable area** layer to define areas on the card that must not be printed over.

Rectangle Field

The software places the **Rectangle** field on the card and displays the **Rectangle Field Properties** pane.

Rectangle Field

Configure the **Rectangle Field Properties**:

- Enter a name in the **Name** field.

- Modify **Width** and **Height** fields to adjust the size of the field.

- Modify **Left** and **Top** fields to adjust the position of the field.

- From the **Fill** selector, select a color for the body of the rectangle.

- Select **Round Corners** to round the corners of the rectangle.

Rectangle Field

Configure the **Rectangle Field Properties**:

- From the **Line Color** selector, select a color for the rectangle line.

- From the **Line Weight** list, select a thickness for rectangle line.

Text Field

To add a **Text** field, select a layer, click on the **Text** icon, and then click on the credential design.
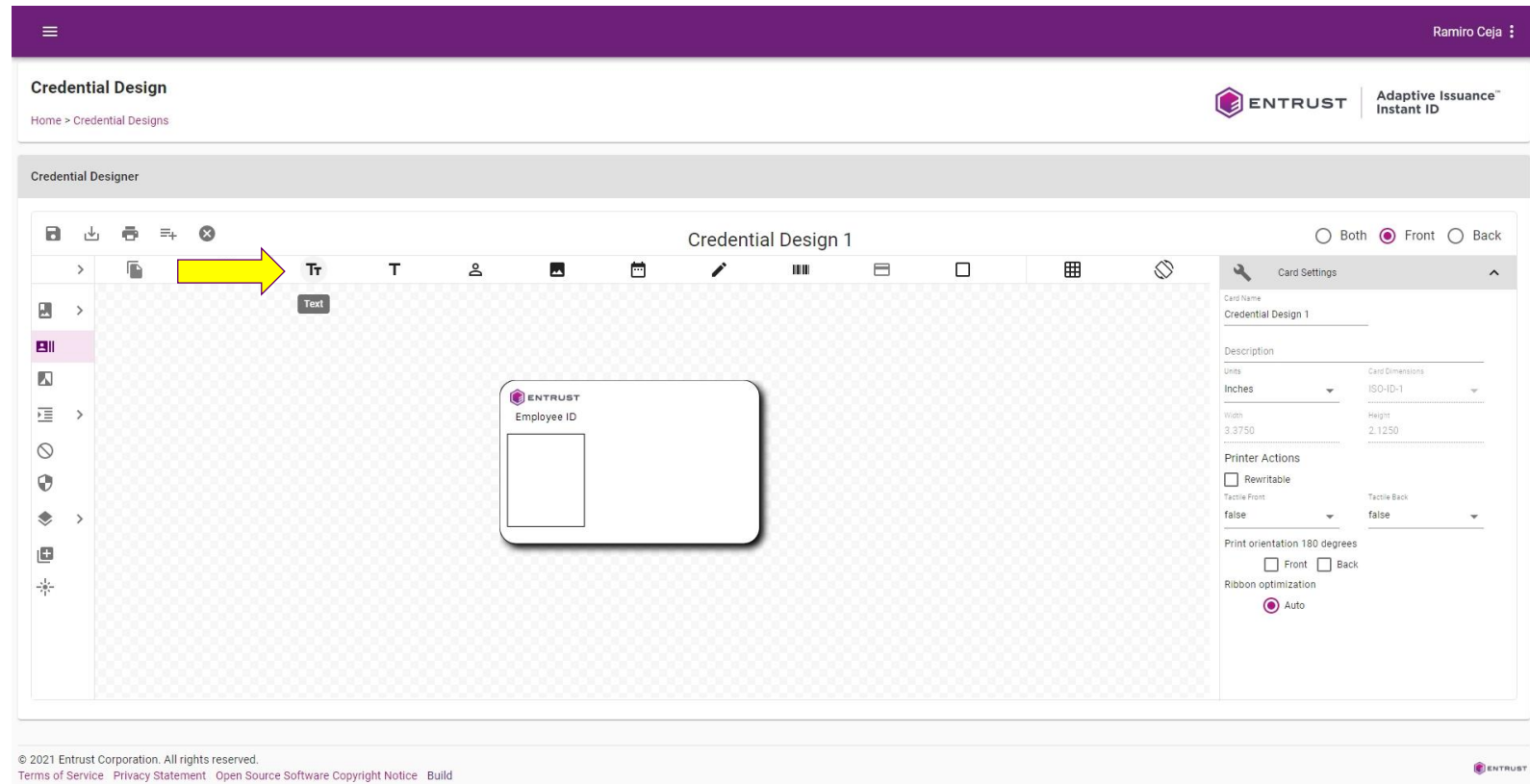
Text Field

The software places the **Text** field on the card and displays the **Text Field Properties** pane.

Text Field

Enter sample data in the **Sample Data** field.

Text Field

Configure the **Text Field Properties**:

- ◦ Enter a name in the **Name** field.
- ◦ Modify **Width** and **Height** fields to adjust the size of the field.
- ◦ Modify **Left** and **Top** fields to adjust the position of the field.
- ◦ Enter a percentage in the **Rotation** field to rotate the field.
- ◦ Select **Automatically adjust font size** if you want the font size to automatically adjust to fit the field size.

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Text Field

Configure the **Text Field Properties**:

- Modify the font for the text in the field:
  - Select a **Font Family**.
  - Select a **Font Style**.
  - Enter a **Font Size**.
- Select colors for the **Fill** and **Stroke** to change the color of the field.
- Select the **Alignment** for the field.

Date Field

To add a **Date** field, select a layer, click on the **Date** icon, and then click on the credential design.

Date Field

The software places the **Date** field on the card and displays the **Date Field Properties** pane.

Date Field

Optionally, enter a date in the **Display Text** field. By default, the software uses the current date and time.

Date Field

Configure the **Date Field Properties**:

- Enter a name in the **Name** field.
- Modify **Width** and **Height** fields to adjust the size of the field.
- Modify **Left** and **Top** fields to adjust the position of the field.
- Enter a percentage in the **Rotation** field to rotate the field.
- Select **Automatically adjust font size** if you want the font size to automatically adjust to fit the field size.

Date Field

Configure the **Date Field Properties**:

- Modify the font for the text in the field:
  - Select a **Font Family**.
  - Select a **Font Style**.
  - Enter a **Font Size**.
- Select colors for the **Fill** and **Stroke** to change the color of the field.
- Select the **Alignment** for the field.

Signature Field

To add a **Signature** field, select a layer, click on the **Signature** icon, and then click on the credential design.

Signature Field

The software places the **Signature** field on the card and displays the **Signature Field Properties** pane.

Signature Field

Configure the **Signature Field Properties**:

- Enter a name in the **Name** field.
- From the **Alignment** list, select an alignment for the field.
- Modify **Width** and **Height** fields to adjust the size of the field.
- Modify **Left** and **Top** fields to adjust the position of the field.
- Enter a percentage in the **Rotation** field to rotate the field.
- Select **Display the backdrop as transparent** to remove the background on the signature.

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Photograph Field

To add a **Photograph** field, select a layer, click on the **Photograph** icon, and then click on the credential design.

Photograph Field

The software places the **Photograph** field on the card and displays the **Photograph Field Properties** pane.

Photograph Field

Configure the **Photograph Field Properties**:

- Enter a name in the **Name** field.
- From the **Alignment** list, select an alignment for the field.
- Modify **Width** and **Length** fields to adjust the size of the field.
- Modify **Left** and **Top** fields to adjust the position of the field.
- Enter a percentage in the **Rotation** field to rotate the field.

Photograph Field

Configure the **Photograph Field Properties**:

- ◦ Select **Display Border** to enable the border.
- ◦ From the **Weight** list, select the thickness of the border.
- ◦ From the **Color** selector, select the color for the border.
- ◦ Select **Display the photo semi-opaque** then set the **Percent Opaque** to set the opacity of the field.
- ◦ Select **Display the backdrop as transparent** to remove the background on the photograph.

Bar Code Field

To add a **Bar Code** field, select a layer, click on the **Bar Code** icon, and then click on the credential design.

Bar Code Field

The software places the **Bar Code** field on the card and displays the **Barcode Field Properties** pane.

Bar Code Field

Enter sample data in the **Sample Data** field. By default, the software uses "12345".

Bar Code Field

Configure the **Barcode Field Properties**:

- ○ Enter a name in the **Name** field.
- ○ Select the **Alignment** for the field.
- ○ Modify **Width** and **Length** fields to adjust the size of the field.
- ○ Modify **Left** and **Top** fields to adjust the position of the field.
- ○ Enter a percentage in the **Rotation** field to rotate the field.

Bar Code Field

Configure the **Barcode Field Properties**:

- ◦ From the **Background** color selector, select **Transparent** or **Black** to set the background of the field.

- ◦ From the **Bar Code Type** list, select a bar code format.

- ◦ From the **Density** list, select, **High**, **Medium**, or **Low**. Density sets the width of the vertical line in the bar code. **Low** sets it to four pixels, **Medium** sets it to two pixels, and **High** sets it to one pixel.

Bar Code Field

Configure the **Barcode Field Properties**:

- Under **Interpretation Text**, select **On** or **Off**. Interpretation displays the text encoded in the bar code beneath the bar code.

- Modify the font for the text in the field:
  - Select a **Font Family**.
  - Select a **Font Style**.
  - Enter a **Font Size**.

- From the **Alignment** list, select an alignment for the field.

Magnetic Stripe

Magnetic stripe enables printers to encode data onto the magnetic stripe on a card.

Note: Magnetic stripe is only available with the Advanced edition.

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Magnetic Stripe Field

To add a **Magnetic Stripe** field, select the Black layer, click on the **Magnetic Stripe** icon, and then click on the credential design.

Magnetic Stripe Field

The software places the **Magnetic Stripe** field on the card and displays the **Magnetic Stripe Field Properties** pane.

Magnetic Stripe Field

Configure the **Magnetic Stripe Field Properties**:

- From the **Coercivity** list, select **High** or **Low**.
- Select **ASCII Hex Format** for any track that will contain ASCII Hex characters.

Copy

To copy a field, select the field and click on the **Copy** icon.

Paste

To paste a copied field, click on the front or back side of the card and click on the **Paste** icon.

Save

To save changes to the credential design, click on the **Save** icon.

Save As

To save with a different file name, click on the **Save As** icon.

Save As

Enter a name and click on **SAVE**.

Print Sample

To print a sample credential, click on the **Print Sample** icon.

Print Sample

To print a sample credential:

- ◦ From the **Select sides to print list**, select a side of the card to print.
- ◦ From the **Printer** list, select a printer.
- ◦ From the **Hopper** list, select a hopper.
- ◦ Click on **PRINT**.
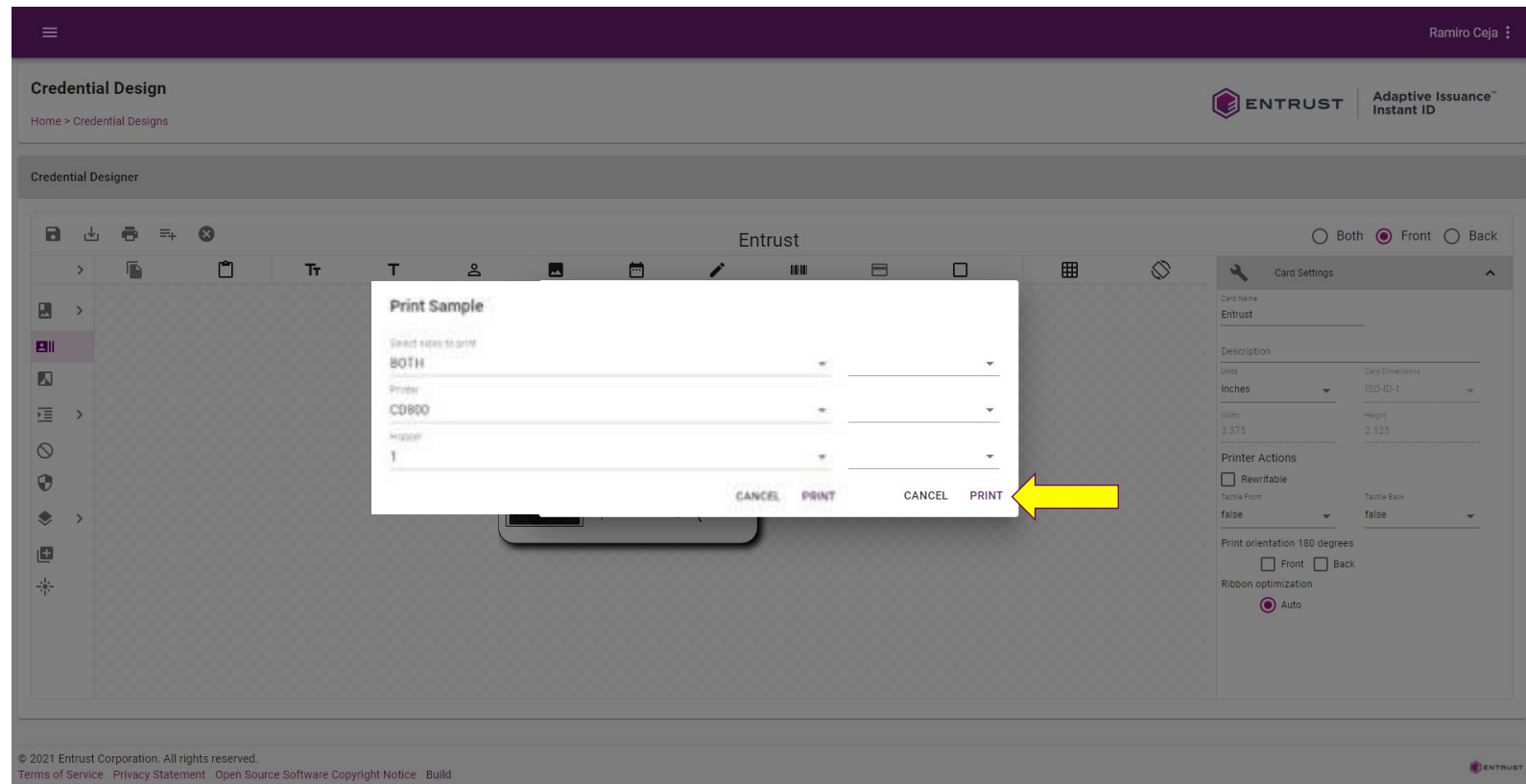
Generate Enrollment

To generate an enrollment form based on the credential design, click on the **Generate Enrollment** icon.
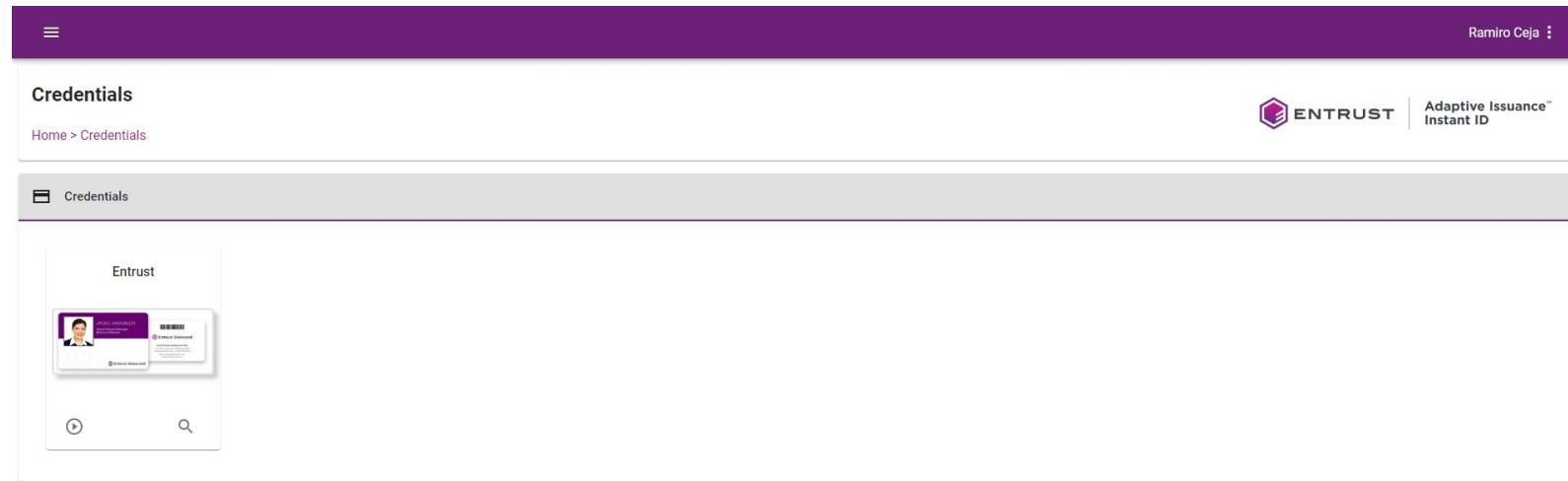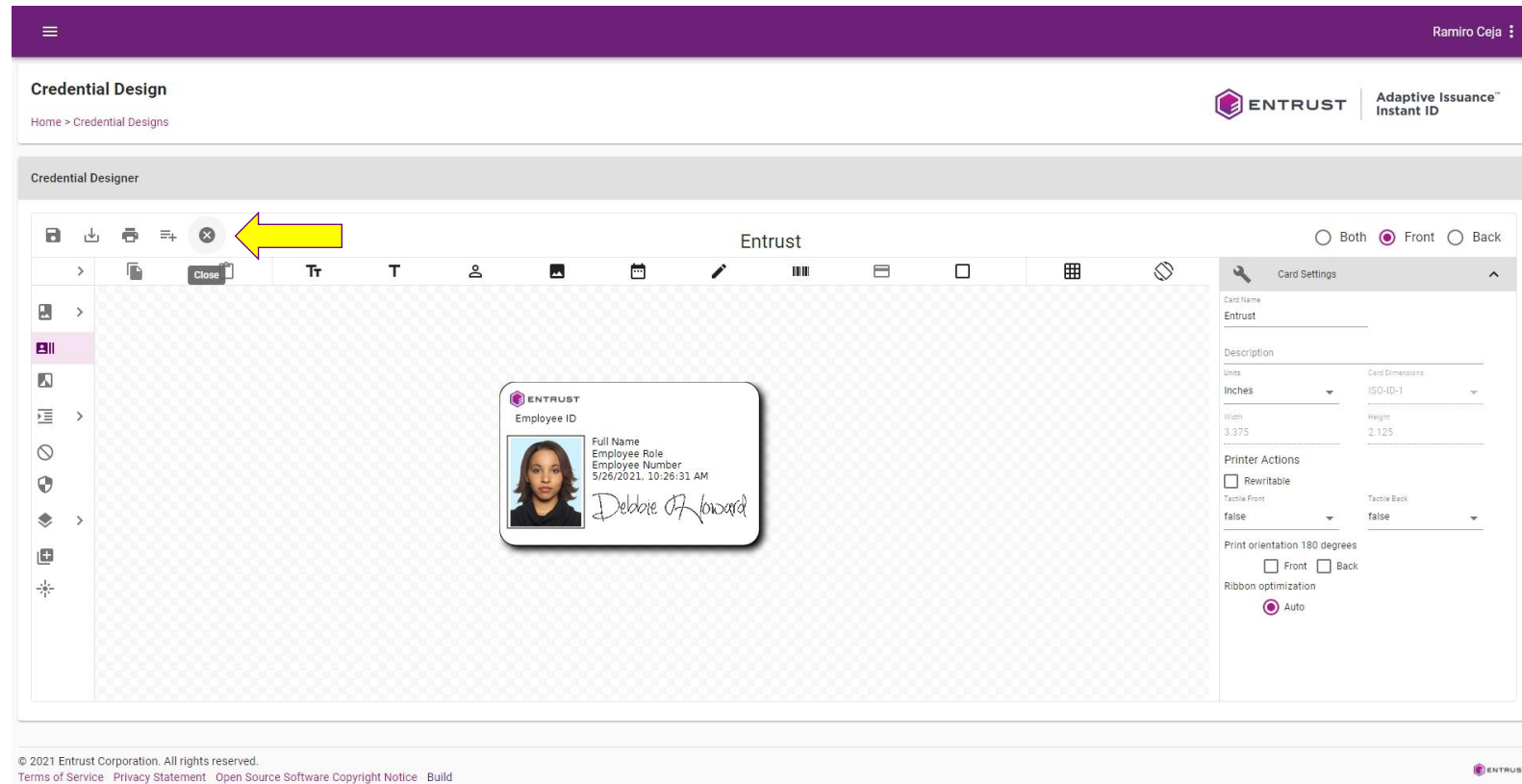
Generate Enrollment

The enrollment form is created.

Close

To close a credential design, click on the **Close** icon.

Note: A warning will display before closing if you have made changes to the credential design.

Close

If you are sure that you want to close the credential design, click on **YES**.