Easy Card Creator

Training Manual

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Preface

Easy Card Creator is ID cards design software used for designing and printing ID cards and badges, envelopes and labels, Student ID Cards, and so on. This software supports all types of printers and has the capability to print on both paper and plastic ID cards. Easy Card Creator uses an internal database for managing information.

This training manual helps you to use the features of Easy Card Creator and create ID cards according to your requirements.

Conventions Used

The following conventions are used in this manual.

Bold face	Menu items, button names, field names
Italics	Emphasis

Module 1

Understanding the Interface

Objectives

After completing this module, you will be able to:

- Sequence the steps to open and log into Easy Card Creator
- List the procedure to open a new template
- Discuss the various elements of the main screen

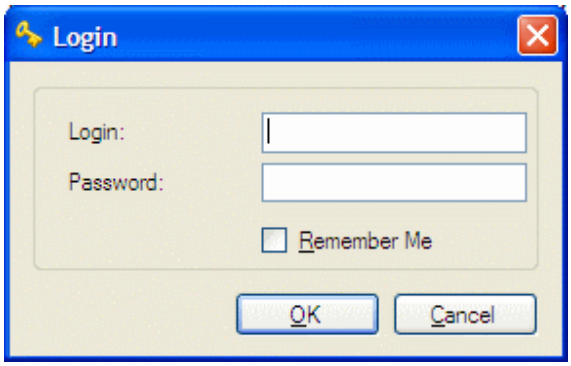
1.1. Logging into the System

To open Easy Card Creator follow either of the steps:

- Double-click the icon on the Desktop or Quick Launch
- Follow the path **Start** → **Programs** → **Easy Trinity** → **Easy Trinity Card Enterprise** → **Easy Trinity Card Enterprise**.

In the log in screen:

- Enter the **Login** name.
- Provide the **Password**.
- Select **Remember Me** if you want Easy Card Creator to remember the login credentials making it easier to login the next time.
- Click **OK** to proceed.



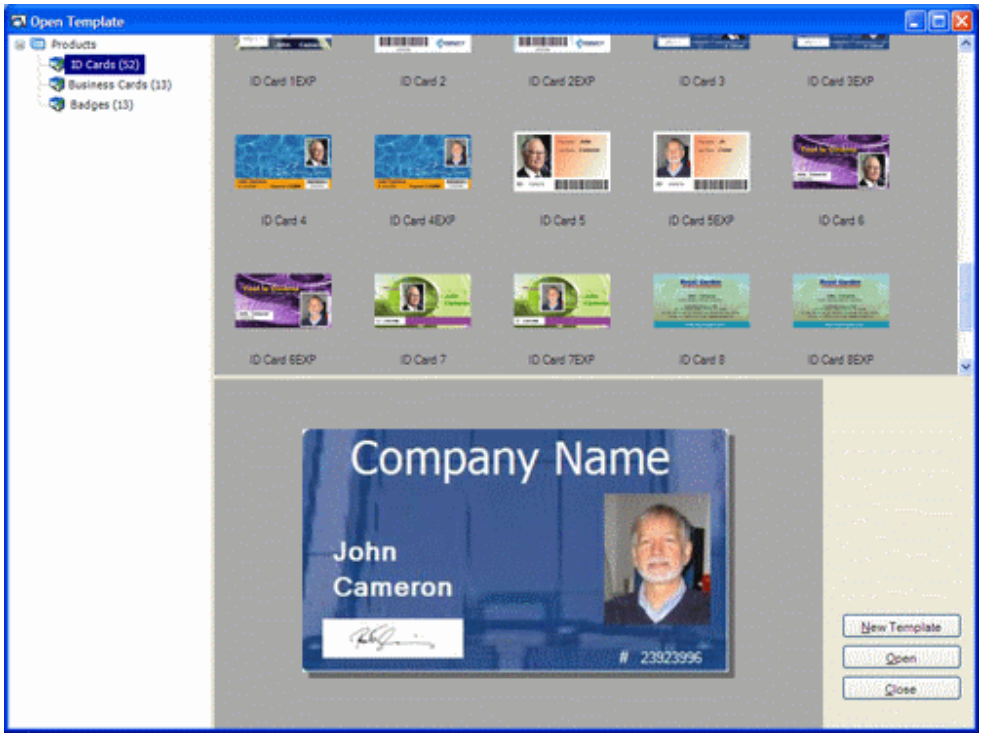
Login Screen

1.2. Opening a Template

When you log into Easy Card Creator, the Open Template dialog will open. Easy Creator has a number of pre-defined templates.

The left hand pane displays the available categories along with the number of templates in each category.

When you select a particular category, the thumbnails of the templates in that category are displayed. Click each thumbnail for a preview.



The Open Template dialog

To open a template, select a template and click **Open**. The template will open in the background. Click **Close** to go to the main window. Using the **New** button you can create new templates. This feature is discussed in Module 5.

In the main window, the names of all open templates will be displayed in a tabbed window at the bottom of the screen. You can switch between the different open templates. Right-click and explore the options.

The open templates

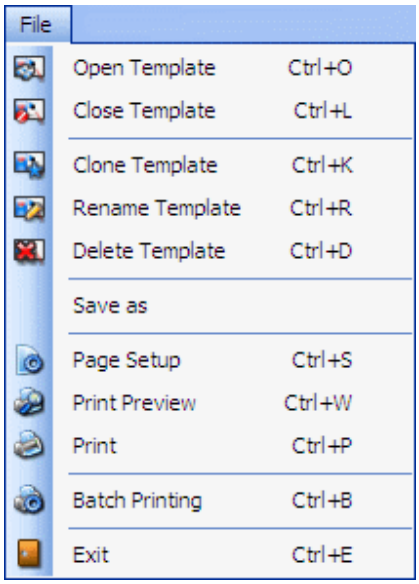
1.3. Exploring the Main Screen

The main screen has the menu, various toolbars, fields, properties, and preview pane. This section explains the various components of the main screen in brief.

1.3.1. Menu

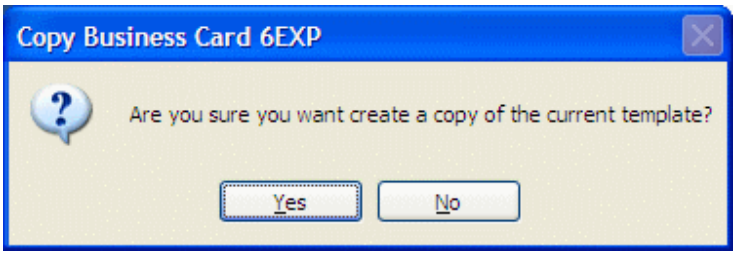
The standard menu options are available. Let's explore the menu options in this section.

- File Menu – The options under the File menu are mostly related to the template.



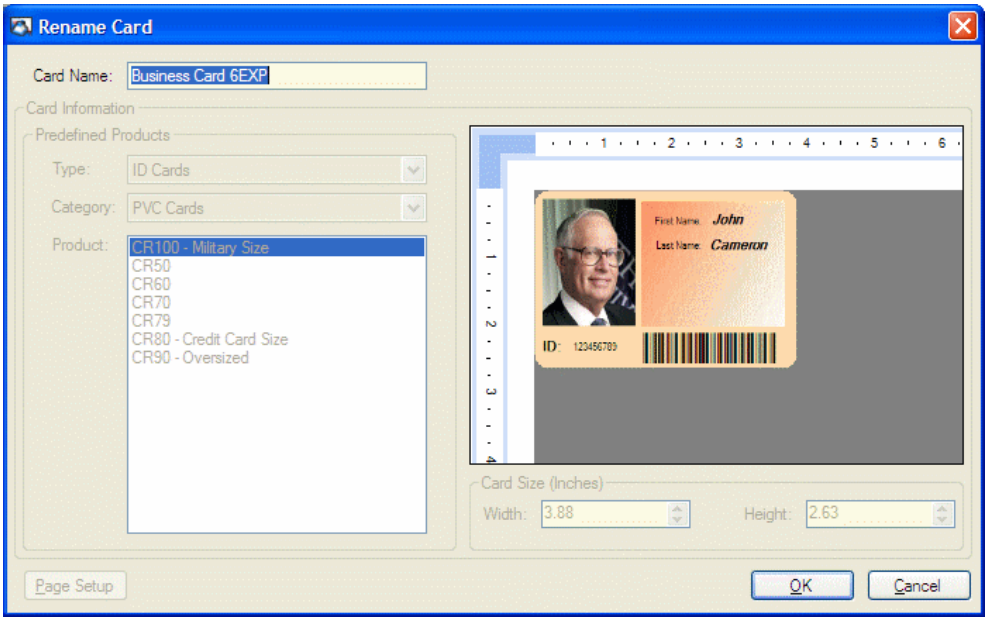
File menu

  - Open Template ([**CTRL+O**] or **File → Open Template**) - Opens the Open Template dialog which displays all pre-defined templates.
  - Close Template ([**CTRL+L**] or **File → Close Template**) – Closes the open templates.
  - Clone Template ([**CTRL+K**] or **File → Clone Template**) – Creates a copy of the template after confirmation. Click **Yes** to create a copy of the current template.



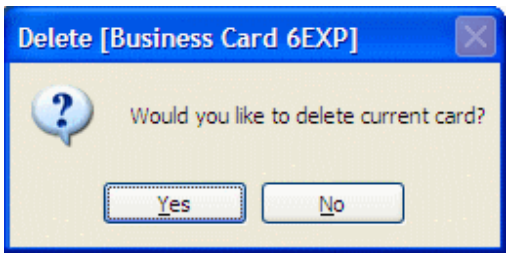
Confirmation for cloning current template

- Rename Template ([**CTRL+R**] or **File → Rename Template**) – Renames the template. In the Rename Card dialog that opens, enter the **Card Name** and click **OK**.



The Rename card dialog

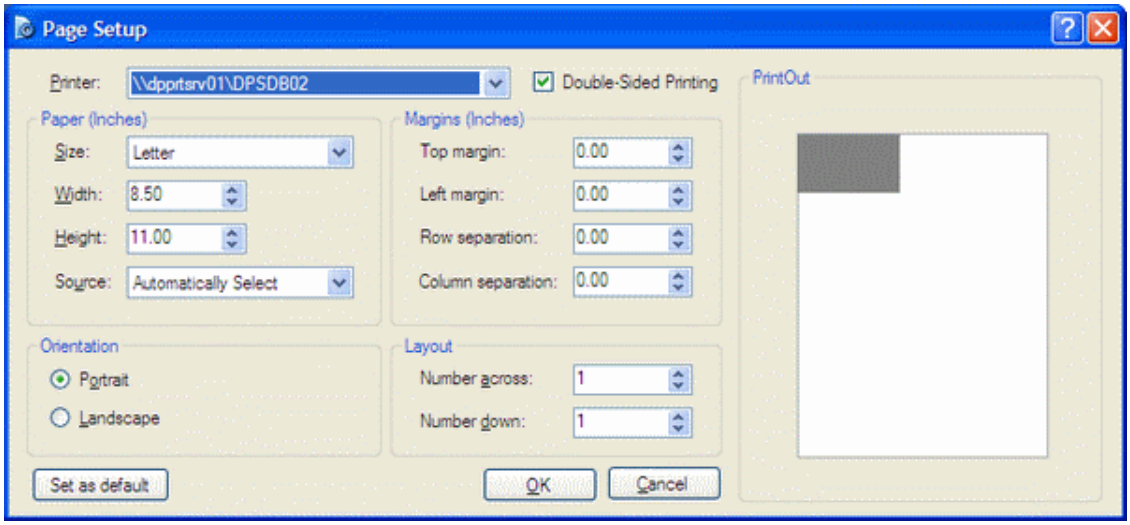
- Delete Template ([**CTRL+D**] or **File → Delete Template**) – Deletes the current card after confirmation. Click **Yes** to delete the current card.



Confirmation for deleting a card

- Save As (**File → Save As**) – Saves a copy of the template. In the Save card to disk dialog, browse to the directory in which you want to save the card, provide a **File name**, and click **Save**.

- Page Setup ([**CTRL+S**] or **File → Page Setup**) – Provides options to change the page settings.



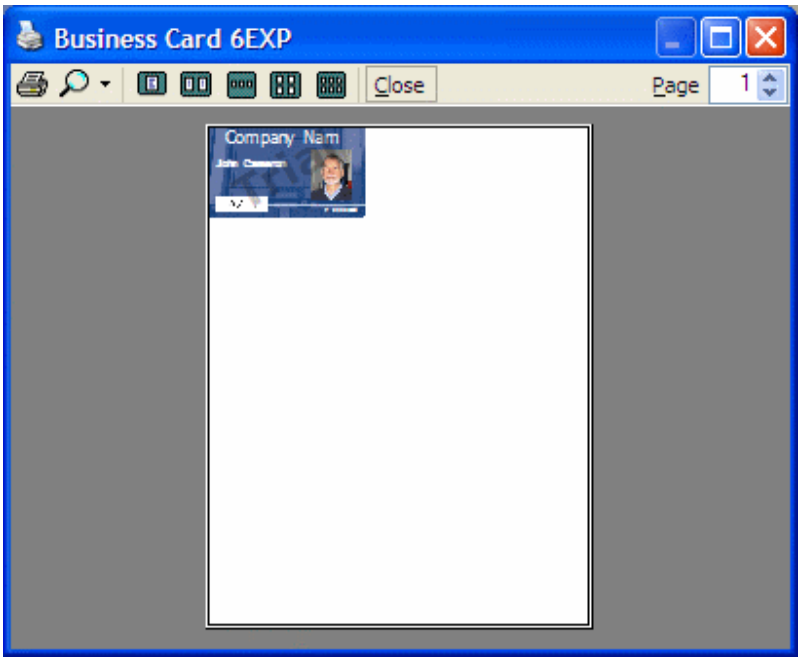
The Page Setup dialog

In the Page Setup dialog:

- The default Printer is displayed. Select the appropriate printer from the drop down.
- From the **Paper (Inches)** section, you can change the **Size**, **Width**, **Height**, and **Source** of the paper.
- Adjust the **Top** and **Left Margins** and the **Row** and **Column separation**.
- There are two orientations: Portrait and Landscape. By, default, Portrait is chosen; however, you can change the orientation.
- Change the **Layout**, if required.
- Select the option **Double-Sided Printing** to print on both sides of the paper.
  Note: This option will be disabled if the printer is single-sided. Easy Card Creator examines the printer settings and properties to determine if the printer is capable of printing on both sides of the paper.

After modifying the settings, click **Set as Default** to make the settings the default. Click **OK** to save the settings.

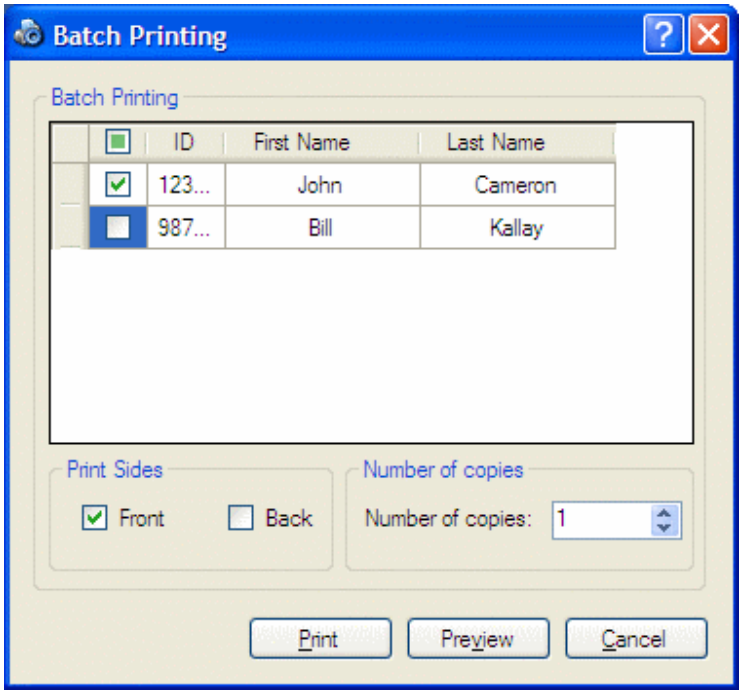
- Print Preview ([**CTRL+W**] or **File → Print Preview**) – Provides a preview of the printed card. In the Print Preview dialog, there are options to zoom and view one, two, three, four, and six pages at once. In the **Page** text box enter the page number you want to preview. Click **Close** to return to the main screen.



The Print Preview

- Print ([**CTRL+P**] or **File → Print**) – Prints the current card.

- Batch Printing ([**CTRL+B**] or **File → Batch Printing**) – Allows the print cards in a batch. The Batch Printing dialog displays the entries. You can select the entries which need to be printed. Choose the **Print Sides**. You can also preview the card from the Batch Printing dialog. Enter the **Number of copies** to be printed and click **Print**.

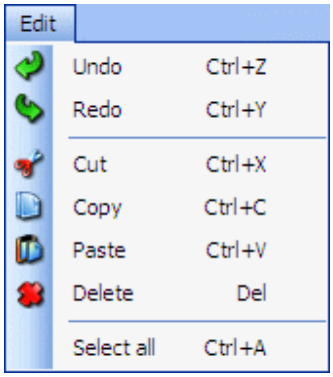


The Batch Printing dialog

You can print on both sides of the paper, if the printer available is a double-sided printer. You have set the option in **Page Setup** under the **File** menu.

- Exit ([**CTRL+E**] or **File → Exit**) – Closes the template and exits from the Easy Card Creator.

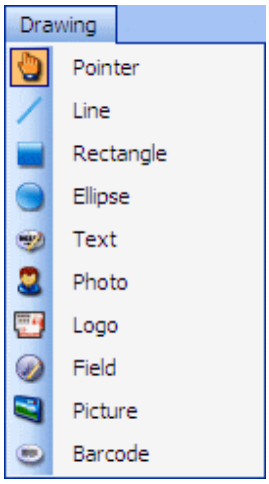
- Edit – The edit menu has options such as Cut, Copy, Paste, Undo, Redo, Delete, and so on.



The Edit menu

  - Undo [**CTRL+Z**] – Allows you to undo the recent actions.
  - Redo [**CTRL+Y**] – Allows you to redo the action. For instance, if you undo the recent action and want to revert then this option would be helpful.
  - Cut [**CTRL+X**] – Cuts the selected element. This option can be used for all elements in the template.
  - Copy [**CTRL+C**] - Copies the selected element. This option can be used for all elements in the template.
  - Paste [**CTRL+V**] - Pastes the element that was either cut or copied.
  - Delete – Deletes the selected element from the template.
  - Select All [**CTRL+A**] – Selects all the elements in the template.

- Drawing – This menu contains the options the draw various elements on the template. Click the particular element and drag the mouse pointer over the canvas.

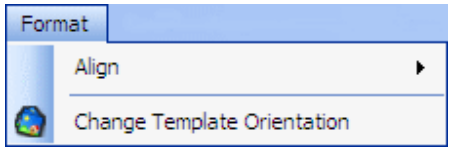


The Drawing menu

The various elements available are:

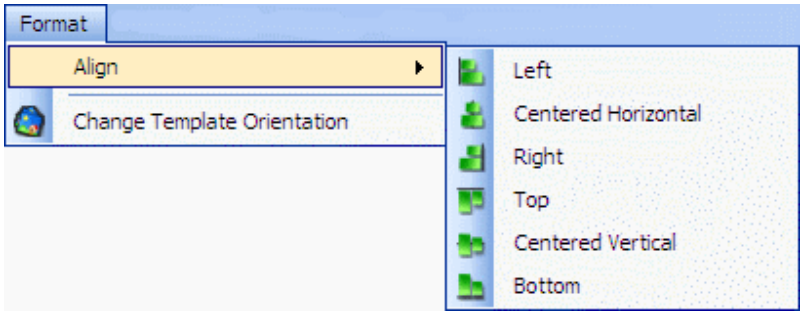
- Pointer
- Line
- Rectangle
- Ellipse
- Text
- Photo
- Logo
- Field
- Picture
- Barcode

- Format – This menu contains to align elements and change orientation.



The Format menu

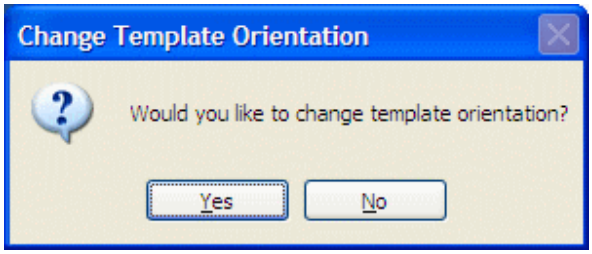
  - Align – Aligns the elements. This option is enabled only if an element in the canvas is selected. The arrow indicates the availability of a sub-menu.



The Align sub-menu

    The sub-menu has options to align the element to the left, right, top, or bottom and also to center the element either vertically or horizontally.

  - Change Template Orientation – Change the orientation of the template. The orientation is changed after confirmation.



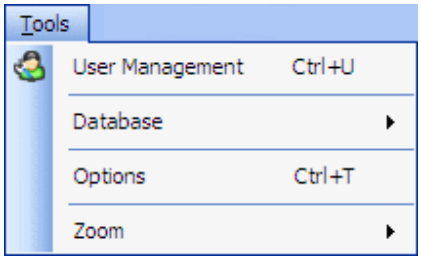
Confirmation to change template orientation

    Click **Yes** to change the orientation.

Some elements would be resized and moved while the orientation is changed. A message would be prompted and if you want to continue, click **Yes**.

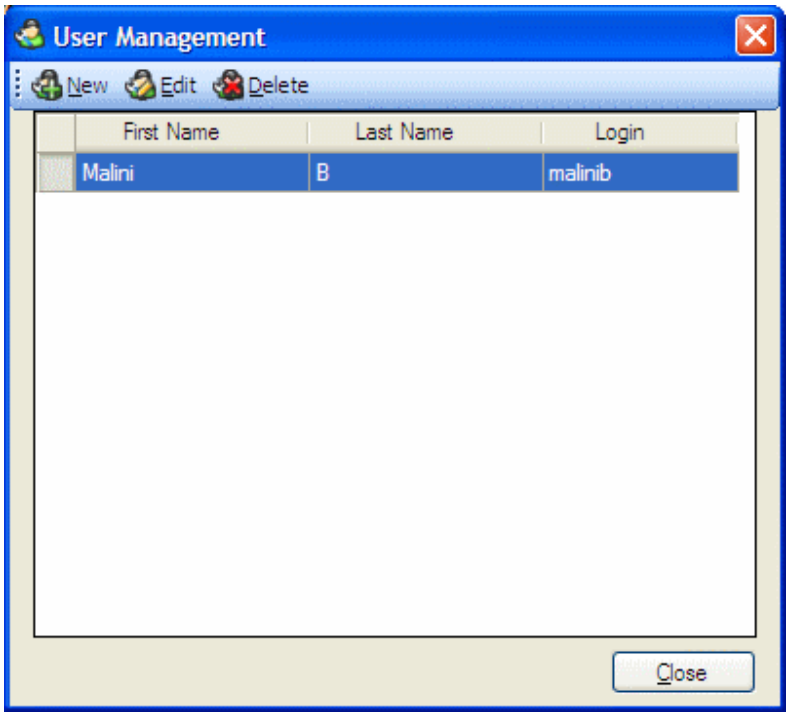
Confirmation for resizing elements

- Tools – This menu has options to access user management, database options, and so on.



The Tools menu

- User Management [**CTRL+U**] – Allows you to manage the users. This dialog lists the names and login names of the registered users. You can add new users, or edit or delete the existing users.



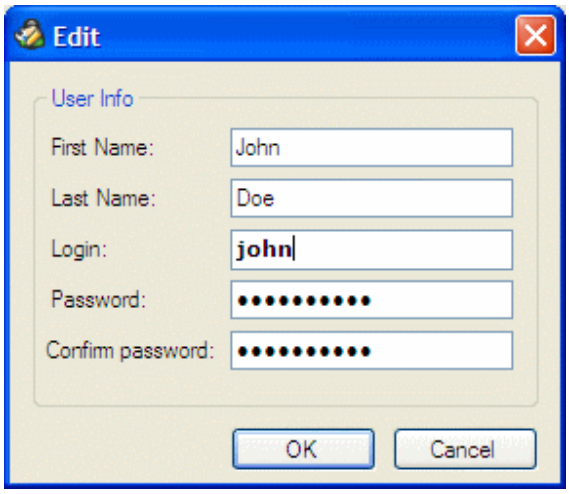
List of users

To add new users, click **New**. In the New dialog, enter the **First Name**, **Last Name**, **Login**, and **Password**. Also confirm the password and click **OK**. The new user will be added to the list of users.

Add new user

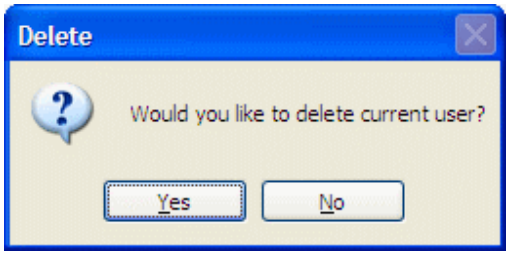
Note: The entries in Password and Confirm Password should be identical.

To add the details of the existing user, select the respective user and click **Edit**. In the Edit dialog, make the necessary modifications and click **OK**. The details in the user list will be modified.



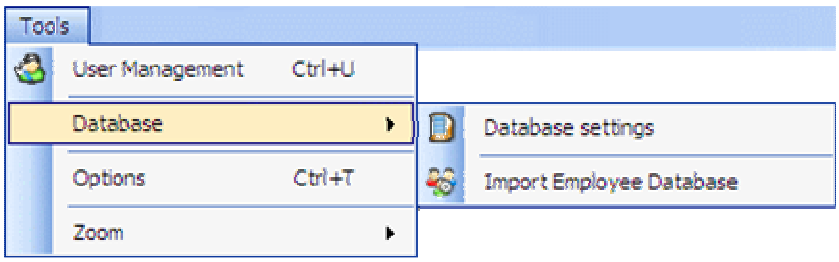
Edit user details

To delete a user, select the respective user and click **Delete**. The user details will be deleted on confirmation.



Confirmation to delete user

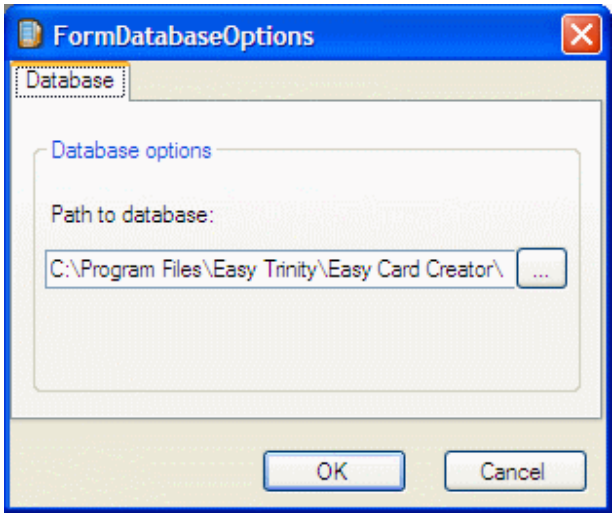
- Database – Provides options to maintain and import employee databases.



The Database sub-menu

The sub-menus are:

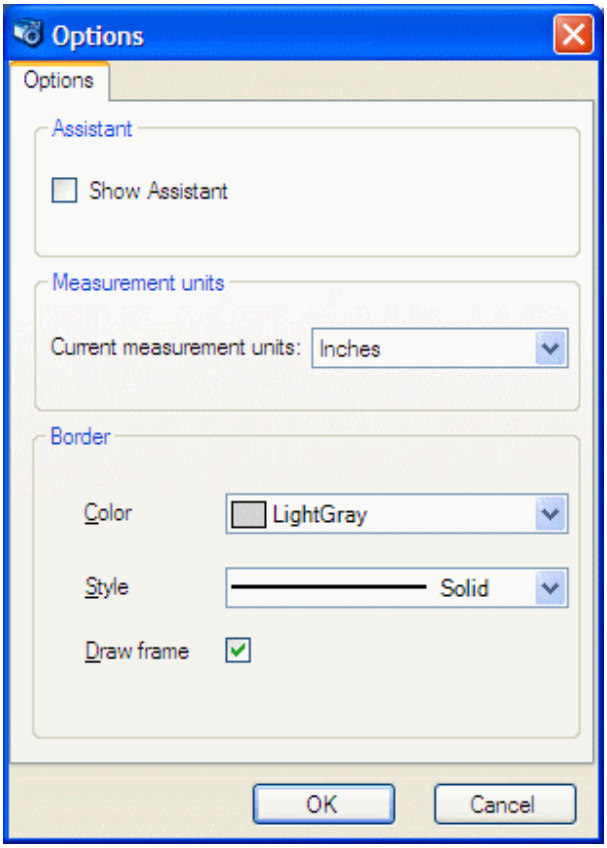
- Database settings – Allows sharing of database among different PCs on a network. Click the ... button and browse to the directory or another PC on the network containing the database. Click **OK** to share the database.



Database Options

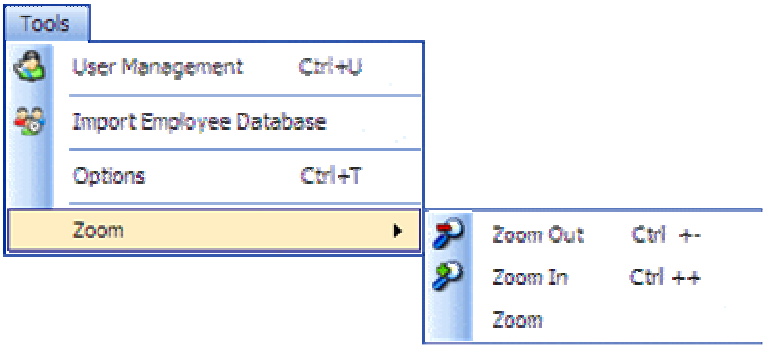
- Import Employee Database – Imports a database containing the employee details required for the ID card. This option will be explained in detail in Module 6.

- Options [**CTRL+T**] – This menu contains options to display assistant and borders. Select **Show Assistant** to display an assistant. You can also change the **Current measurement units**. The measurement units can be in Inches, Millimeters, or Centimeters. Select **Draw frame** for displaying a border around the canvas. Choose a **Color** and **Style** for the border. Click **OK** to apply the settings.



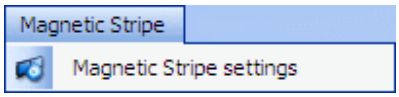
The Options tab

- Zoom – Zooms in or out the template. The sub-menu has options to Zoom in [**CTRL++**], Zoom Out [**CTRL+-**], or to Zoom.



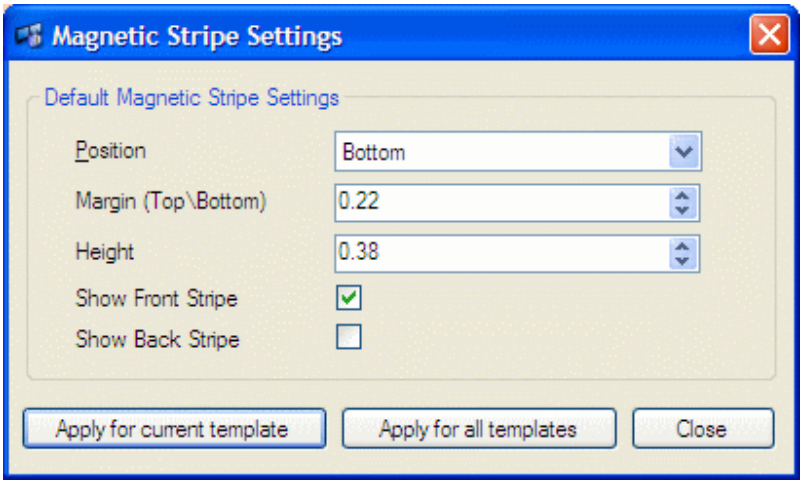
The Zoom menu

- Magnetic Stripe – This menu has the option to define the settings for the Magnetic Stripe.



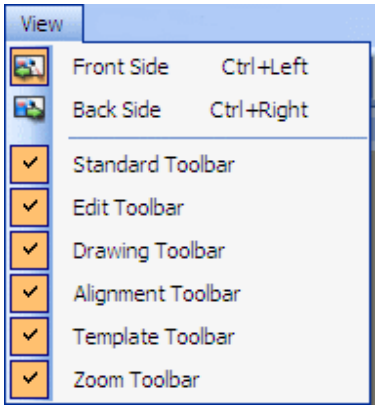
The Magnetic Stripe menu

- Magnetic Stripe Settings – Sets the dimensions of the magnetic stripe. You can specify the **Position**, **Margin**, and **Height** of the stripe. To show the stripe in the front side, back side, or both sides select the respective options. You can apply these changes to the current template or to all templates. Based on your requirement, click the respective button.



The Magnetic Stripe Settings

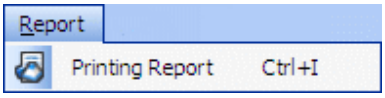
- View – This menu has options to view the front or back side of the card, and also the various toolbars.



The View menu

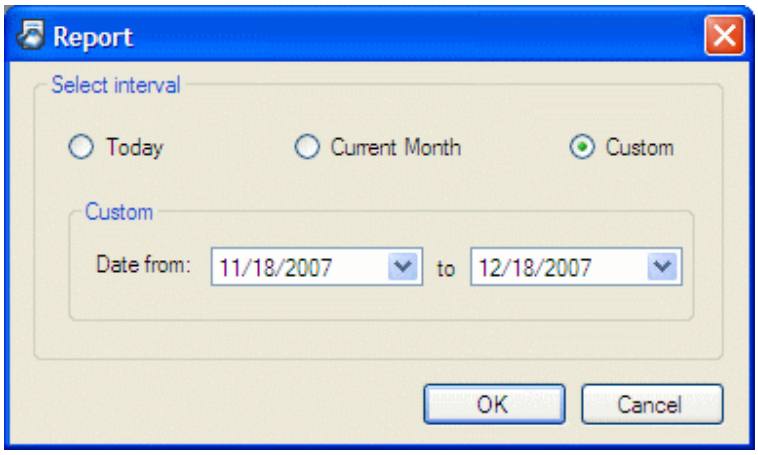
  - Front Side [**CTRL+Left Arrow**] – Displays the front side of the card.
  - Back Side [**CTRL+Right Arrow**] – Displays the back side of the card.
  - Toolbars – Displays the selected toolbars. The selected toolbars are denoted by a tick (✓) mark. The toolbars are discussed in detail in the next section.

- Report – This option prints a report.



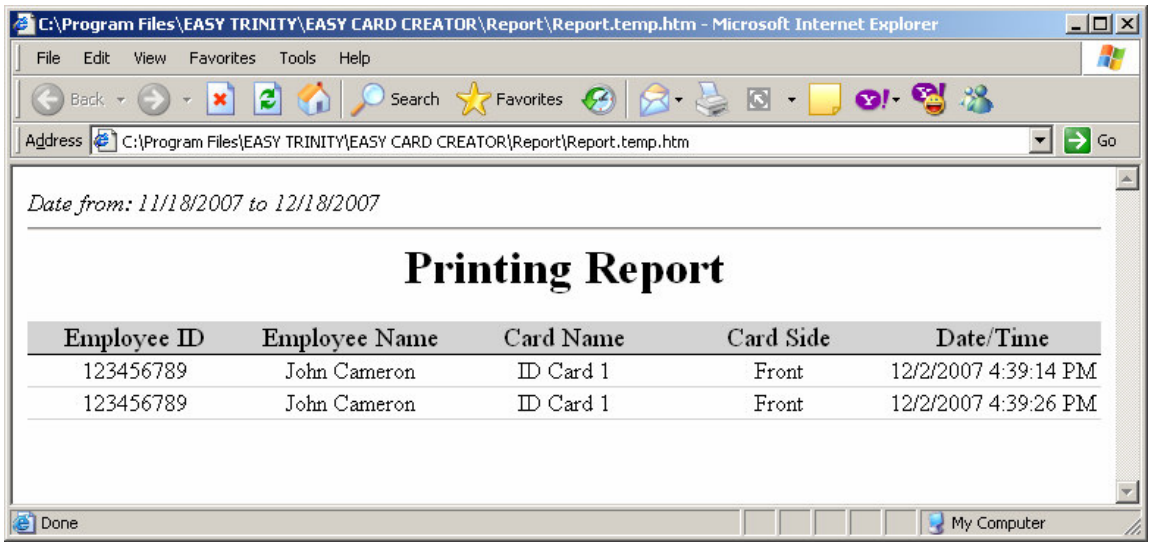
The Report menu

  - Printing Report [**CTRL+I**] - Generates a report for a specified interval. You can generate the report for the current day, month, or a custom report. To generate a custom report, select that option and choose a date range. Click **OK**.



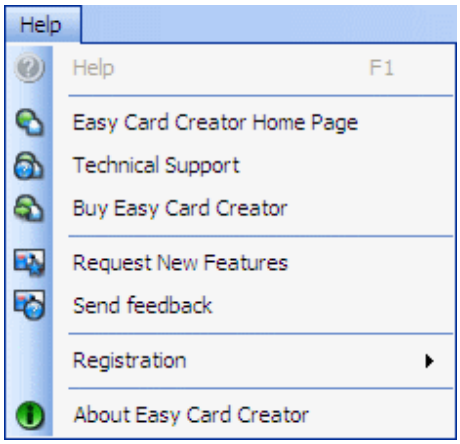
The Report dialog

The report will be displayed in Internet Explorer. You can print the report from IE.



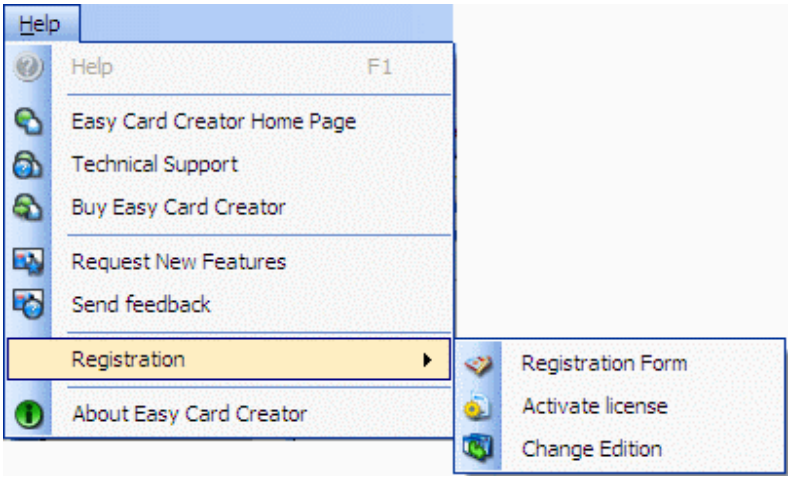
The sample report

- Help – This option provides options to get help from the technical support, to register Easy Card Creator, and so on.



The Help menu

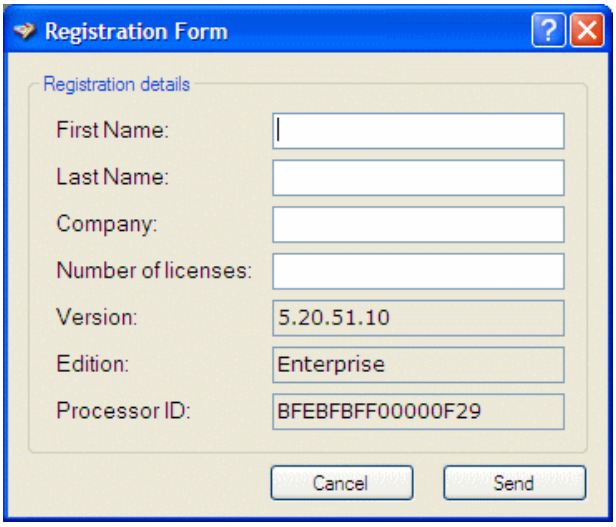
  - Easy Card Creator Home Page – Loads the home page of Easy Card Creator.
  - Technical Support – Opens the mail client to get in touch with the Technical Support. You can email your concerns and queries.
  - Buy Easy Card Creator – Loads the web page which allows you to purchase Easy Card Creator.
  - Request New Features – Opens the mail client with the address and subject added by default. You can email to know about the new features.
  - Send Feedback – Opens the mail client to send feedback.
  - Registration – Provides options to register the product.



The Registration sub-menu

The sub-menus are:

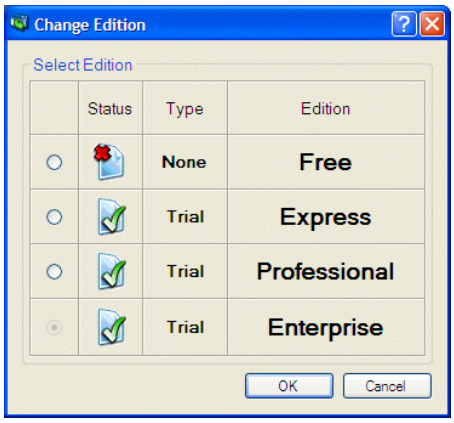
› Registration Form – Allows you fill in the details and send the form. Enter the First Name, Last Name, Company, and Number of Licenses. The other details such as Version, Edition, and Processor ID are displayed by default and cannot be modified. Note that First Name and Number of Licenses are mandatory fields. Click **Send** to forward the registration details.



The Registration Form

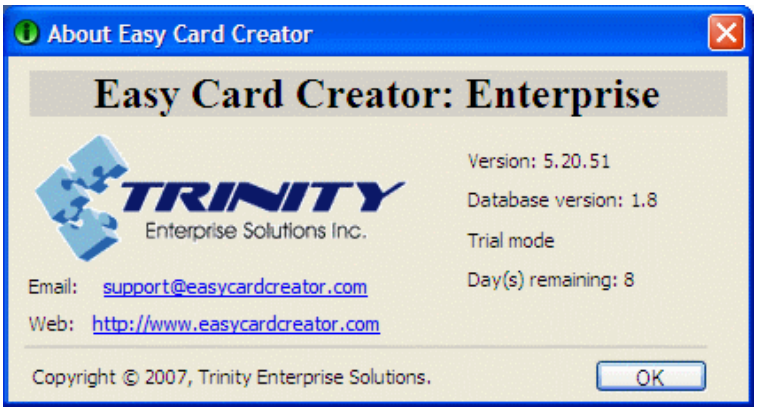
› Activate License – Activates the license. The Select License File dialog opens. Browse to the location containing the license file and click **Open**.

› Change Edition – Changes the Edition of Easy Card Creator. From the Change Edition dialog choose the edition you want to upgrade to and click **OK**.



The Change Edition dialog

› About Easy Card Creator – Provides information about the Easy Card Creator such as the **Version**, **Database Version**, the Mode, and the days of trial remaining in case of trial version. You can also find email and website address. Click **OK** to close the dialog.



The About dialog

1.3.2. Toolbars

You can opt to show or hide the toolbars. Go the menu View and click the toolbars that you want to show. When you move the mouse pointer on any of the icons on the toolbar, the tool tip displays a short description about the icon.

The selected toolbars are indicated by a tick (✓) mark. The following toolbars are present:

- Standard Toolbar: Contains the options to Open, Close, Clone, Rename, and Delete Template, and the printing options. These options are also available under the **File** menu.

Standard Toolbar

- Edit Toolbar: Contains the edit options such as Cut, Copy, Paste, Delete, Undo, and Redo. These options, except **Select All** are available under the **Edit** menu.

Edit Toolbar

- Drawing Toolbar: Contains various tools to draw various elements such as text, logo, picture, and so on. These are the options present under the **Drawing** menu.

Drawing Toolbar

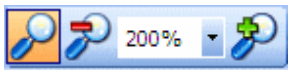
- Alignment Toolbar: Contains the options to align the elements and to change the orientation of the template. You can also access these options by following the menu path **Format** → **Align**.

Alignment Toolbar

- Template Toolbar: Contains options to select the front or back side of the card and to exit. The Front and Back side selection options are available under the **View** menu and the option to exit is present under the **File** menu.

Template Toolbar

- Zoom Toolbar: Contains various zoom options. You can access the zoom options from the menu **Tools** → **Zoom**.



Zoom Toolbar

1.3.3. Canvas

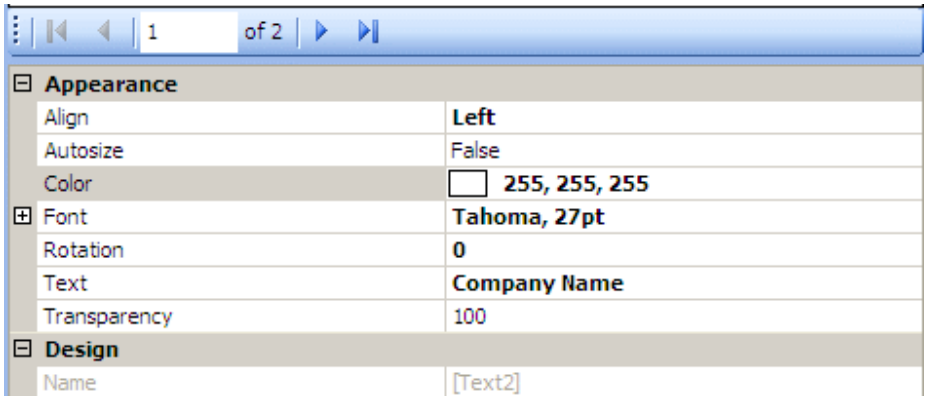
The canvas displays the actual template and comprises different elements. You can select any element on the canvas and use the edit options or you can click the drawing options and draw the respective element on the canvas.

The Canvas

1.3.4. Properties

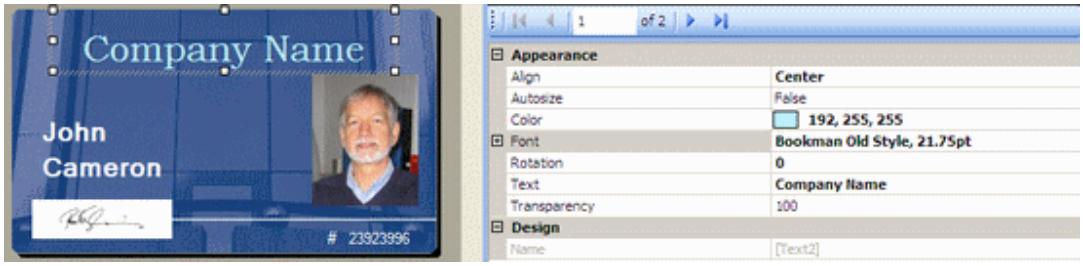
This section allows you change the properties of the canvas and of each element. When you click each element from the preview, the properties change. Based on your requirement you can change the properties.

For instance, click **Company Name**. The properties for that element will be displayed.



Properties

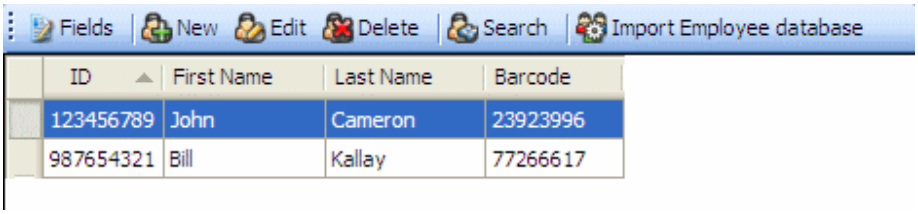
You can change the alignment, color, font, text, and so on.



Changing properties

1.3.5. Fields

Maintains the employee list. There are options to add new fields, add, modify, delete, and search existing list. Instead of entering the details in Easy Card Creator, you can use the Import Employee database option.



Fields

Module 2

Exploring Fields

Objectives

After completing this module, you will be able to:

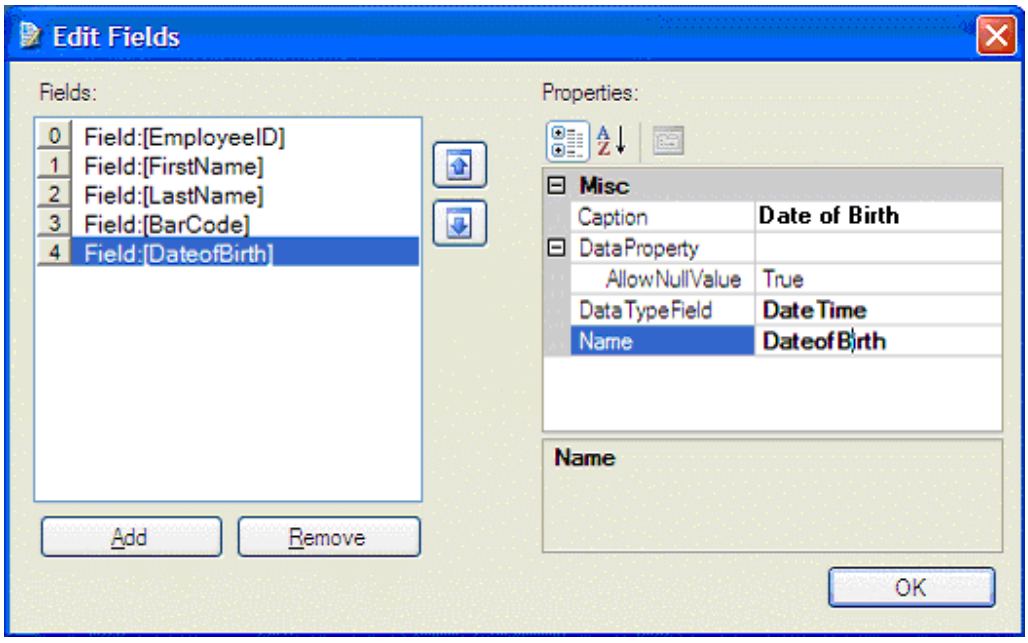
- List the steps to add new Fields
- Create new entries
- Edit and delete existing entries
- Search for certain entries
- Import employee databases

When you select a template a few sample fields and entries will be available. Based on the requirement you can add new fields.

2.1. Adding New Fields

To add new fields:

- Click the **Fields** button.



The Edit Fields dialog

- In the Edit Fields dialog, click **Add**. A new field is added to the **Fields** list.
- Go the Properties section and:
  - Provide a **Caption**. The default caption is Field1.
  - Expand Data Property and set the properties such as **AllowNullValue** and **DefaultValue**. Note that the DefaultValue property is applicable only for Number and String data types. The default value, if specified, will be automatically entered for new records.
  - Mention the **DataTypeField**.
  - Enter a **Name**. When you click anywhere outside the properties, you will see the changes reflected in the **Fields** list.

To rearrange the fields, select a field from the Fields list and click the Move up or Move down buttons.

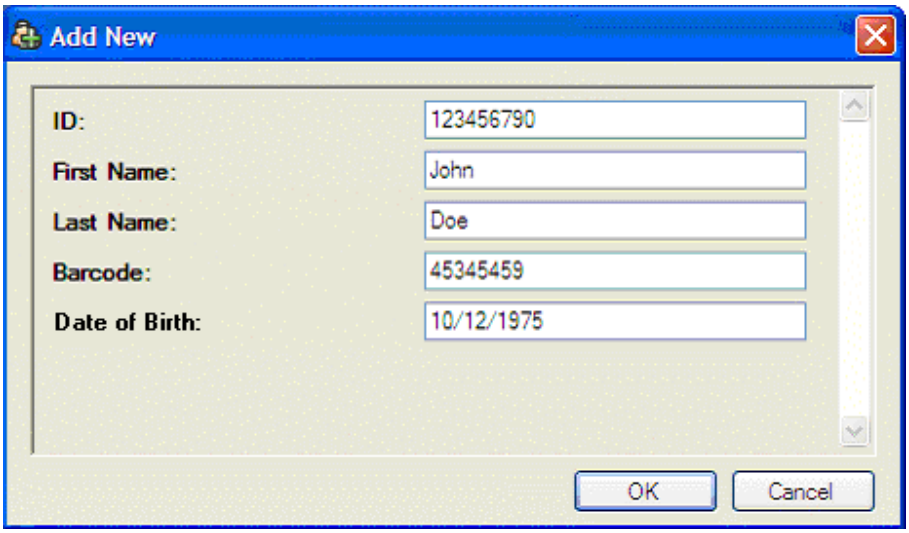
To delete a field from the list, select a field and click **Remove**. Note that you will not be able to edit or delete the fields EmployeeID and BarCode.

You can either Categorize or Sort the fields alphabetically. Click the respective icons.

After making necessary modifications, click **OK**. Notice that a new field has been added.

2.2. Adding New Records

You can add new entries to the existing list. Click the **New** icon. In the Add New dialog, the **ID** will be a sequential number generated automatically; however, you can change this default **ID**. Enter the **First Name**, **Last Name**, **Barcode**, and **Date of Birth**. Click **OK**. The new entry will be added to the list.

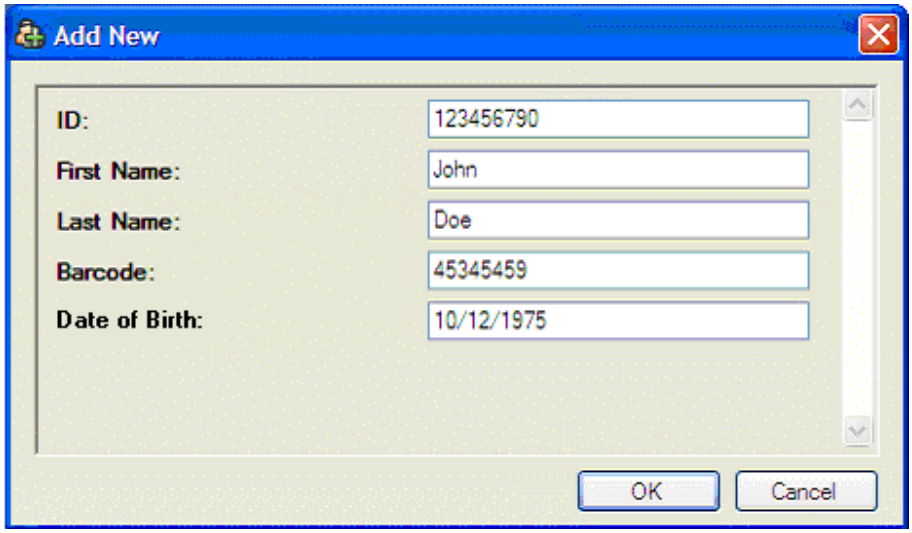


Adding new records

2.3. Editing Records

To edit any record, select that particular row and click the **Edit**

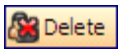
icon. In the Edit Data dialog, make modifications, and click **OK**.



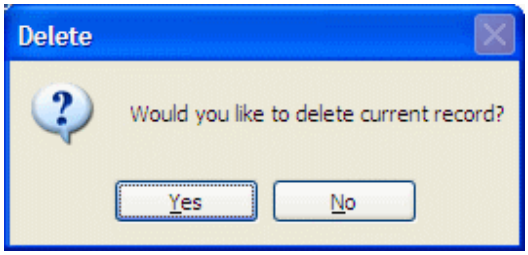
Editing records

2.4. Deleting Records

Consider a situation where you have printed the ID cards in 2006. In 2007, your organization decided to change the layout of the ID cards. Now you will have to redesign the cards. But you can use the employee details that are already available in the database of Easy Card Creator. However, when you go through the list you notice that some employees have left the organization and you do not wish to maintain the records of those employees.

In such situations, you can select the row containing the record of that particular employee and click the **Delete** 

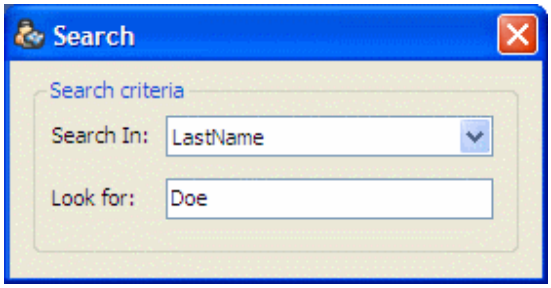
icon. The record will be deleted on confirmation.



Confirmation for deleting

2.5. Searching Records

When you have a huge number of records, and finding a record to edit seems to be a hard task. In such cases, you can search for records. Click the **Search** icon. In the Search dialog, all existing fields are listed in the **Search In** dialog. Choose a field based on which you want to search. In the **Look for** text box enter the search string. When you start typing, the closest matching records will be highlighted. Close the Search dialog to return to the main screen.



The Search dialog

2.6. Importing Employee Database

Your organization might be maintaining a database of employee details. It would be a redundant task to enter the fields in Easy Card Creator. Easy Card Creator provides an option to import the exiting employee database. This option is discussed in detail in Module 6.

Module 3

Adding Elements to Canvas

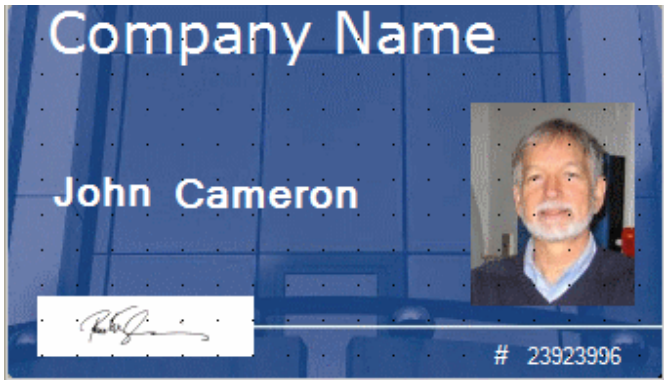
Objectives

After completing this module, you will be able to:

- Add various elements to the canvas
- Move around the elements on the canvas

When you select a particular template, certain elements will be available on the canvas by default. When you navigate through the records, the details pertaining to the selected record will be displayed in the canvas.

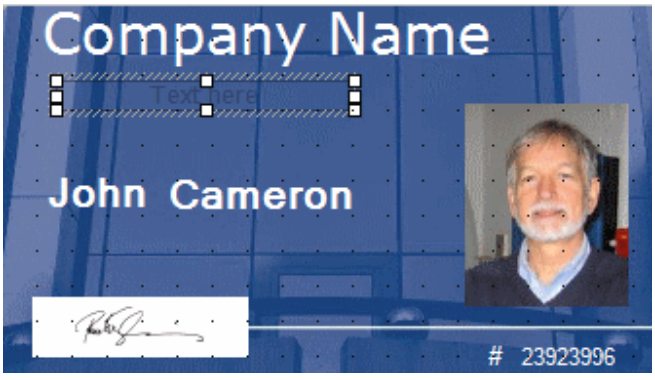
In addition you can draw elements on the canvas. The drawing elements are available under the **Drawing** menu or in the Drawing toolbar. To make the Drawing toolbar visible, go to **View** and select **Drawing**. This module will instruct you to select the elements from the Drawing toolbar.



The default canvas

3.1. Adding Text Elements to the Canvas

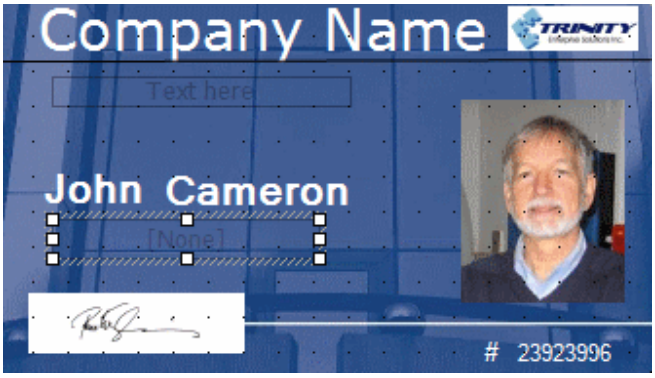
Check the default canvas. Below the company name you want to add the location, which should be text element. Click the **Text** element on the Drawing toolbar and draw on the canvas. You will get a text box with a black border. Click the text box and drag it on the canvas and position it at the required position. To change the properties of text elements, refer Section 4.2 - Text Elements.



A new text element

3.2. Adding Fields

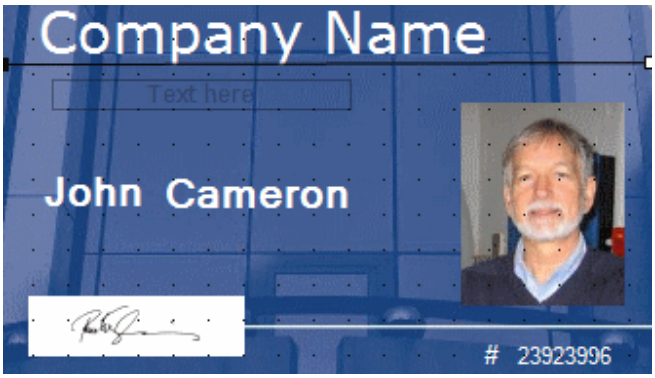
The Field element is used to populate the details from the available fields. In Module 2, a new field Date of Birth was created. Now you need a place holder to display the Date of Birth. Click the **Field** element from the Drawing tool bar and draw on the canvas. Drag and position the element at the relevant location. To change the properties of text elements, refer Section 4.3 - Fields.



A field element

3.3. Adding Lines

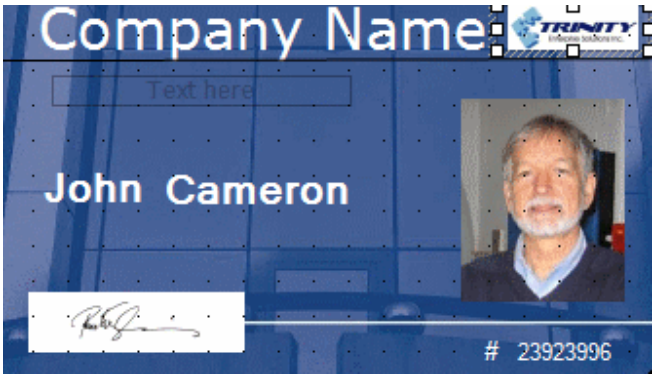
Now you have added a text element below the Company name. You want to separate the company name and the text box by a line. Click the **Line** element from the Drawing toolbar and draw on the canvas. You can drag and move around the line. Section 4.4 - Lines explains the steps to change the properties of a line.



A line element

3.4. Adding Logo

The next step is to add a logo. Click the **Logo** element on the Drawing tool bar and draw on the canvas. By default, the logo of Easy Trinity is displayed. You can change the logo using the Properties, which you will be learning in Section 4.5 - Picture, Logo, and Photo. You can drag and move around the logo.



A logo element

3.5. Adding Photos

Click the **Photos** element on the Drawing tool bar and draw on the canvas. By default, the logo of Easy Trinity is displayed. You can change the logo using the Properties, which you will be learning in Section 4.5 - Picture, Logo, and Photo. You can drag and move around the logo.

3.6. Adding Bar Code

Now reverse the canvas and try to add the bar code. It is not always necessary to add the bar code at the reverse side. Press [**CTRL+Right arrow**] to reverse the canvas.

Click the **Barcode** element and draw on the canvas. You can drag and position the element as required. To change the properties of Bar Code, refer Section 4.8 - Bar Code.

The barcode element

This module explored a few elements. Explore the other elements such as **Rectangle**, **Ellipse**, **Photo**, and **Picture**.

Module 4

Changing Properties

Objectives

After completing this module, you will be able to:

- Apply the properties to the canvas
- Change the properties of different elements on the canvas

In Module 1, you learned in brief about the Properties window. Each element in the canvas, including the canvas has different properties. These properties are set for the template that you choose. However, you can modify the properties for a customized template.

4.1. Canvas

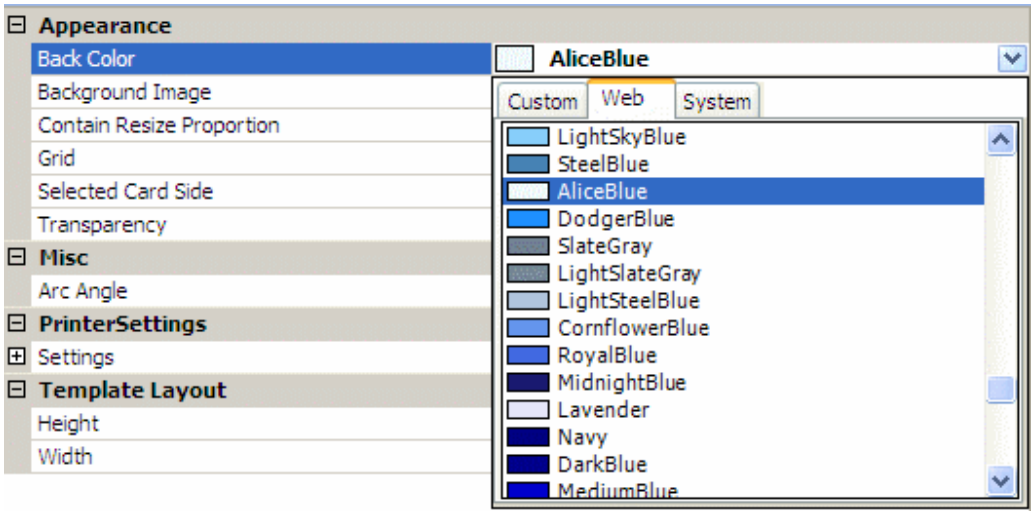
When no element in the canvas is selected, the properties displayed belong to the canvas. Expand the tree (+ sign) to view the sub-properties.

Appearance	
Back Color	**AliceBlue**
Background Image	**System.Drawing.Bitmap**
Contain Resize Proportion	False
Grid	False
Selected Card Side	**Front**
Transparency	100
Misc	
Arc Angle	**10**
PrinterSettings	
Settings	**\\dpprtsrv01\DPSDB02, Letter, Portrait**
Template Layout	
Height	**2**
Width	**3.5**

Properties of canvas

The following are the properties:

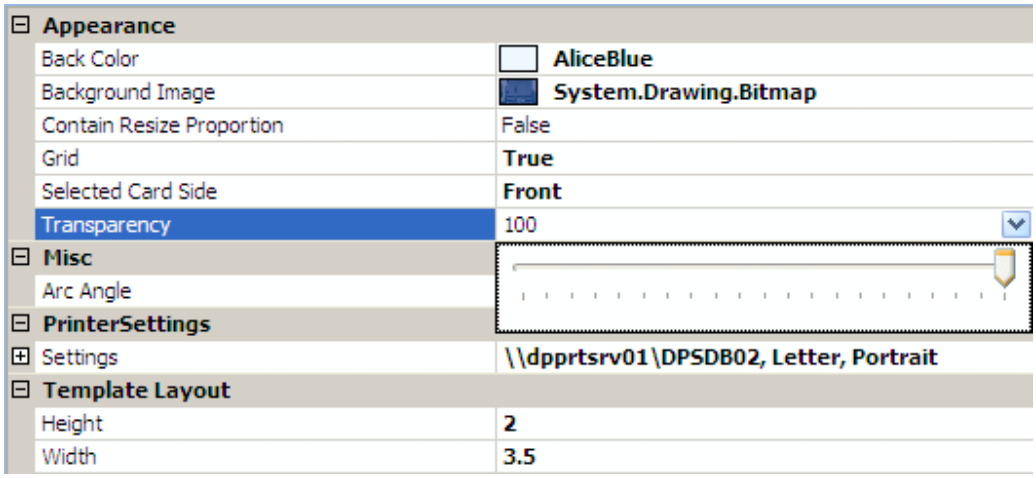
- Appearance
  - Back Color – Refers to the background color of the canvas. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.



Selecting background color

  - Background Image – Refers to the background image on the canvas. To change the background, click the button ... and browse for the image.
  - Contain Resize Proportion – Maintains the proportion of the background image when resized. This property takes Boolean value and True indicates that the proportions are maintained.
  - Grid – Displays a grid in the canvas if the value is set to True. This helps in aligning the elements across the canvas.
  - Selected Card Side – Refers to the side of the card that is displayed. Click the drop down and select the option to reverse the card.

- Transparency – Sets the opacity of the background. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.



Setting transparency

- Misc
  - Arc Angle – Defines the curve of the canvas. The value of the arc ranges between 1 and 100.
- Printer Settings
  - Settings – Displays the printer settings. These values are based on the printer connection in your system. You will not be able to change these values.
- Template Layout
  - Height – Refers to the height of the canvas, which can be modified. The minimum and maximum heights are 0.1 and 20 inches respectively.
  - Width - Refers to the width of the canvas. You can change the width; however, ensure that the value ranges between maximum widths are 0.1 and 20 inches.

4.2. Text Elements

The text elements have a different set of properties. Click any of the text elements in the template.

Appearance	
Align	**Center**
Autosize	False
Color	**192, 255, 255**
Font	**Verdana, 21.75pt**
Rotation	**0**
Text	**ABC Corporation**
Transparency	100
Design	
Name	[Text2]

Properties of Text element

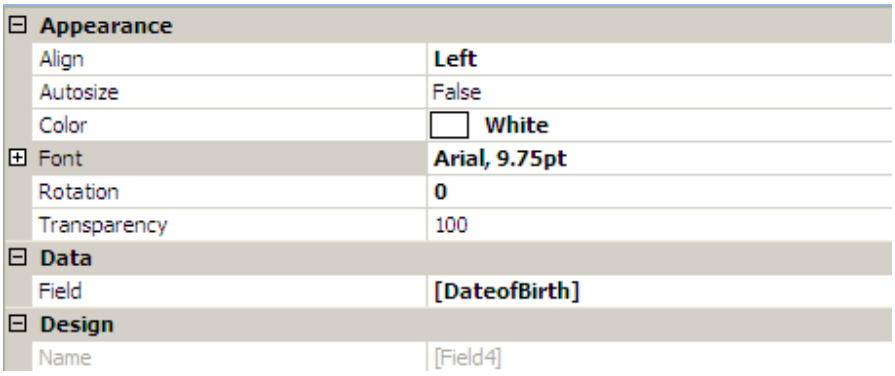
The following are the properties of text elements:

- Appearance
  - Align – Aligns the text to the left, right, or center. To change the alignment, click the drop down list, and choose the required alignment.
  - Autosize – Restricts the auto sizing of the text. This property takes Boolean value and a value of True allows auto sizing, that is the element is resized the proportions are maintained.
  - Color – Sets the color for the selected text element. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
- Font – Defines the font and the related properties such as size, style, and so on. To change the font, click the button ... and set the properties such as Font, Font style, and Size. You can also apply effects such as Strikeout or Underline the text.
- Rotation – Rotates the text in degrees ranging from 0 to 360.
- Text – Sets the actual text. To change the default text, click the text box and enter the relevant text.
- Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.
- Design – Displays the name of the element. This value cannot be modified.

Try changing the Company Name and the color of the text. From the canvas select the text box that you added for location and provide the text and format it.

4.3. Fields

Click any of Field elements on the canvas. Notice that the properties window changes when you select a field.



Properties of Field element

The following are the properties of field elements:

- Appearance
  - Align – Aligns the text to the left, right, or center. To change the alignment, click the drop down list, and choose the required alignment.
  - Autosize – Restricts the auto sizing of the field. This property takes Boolean value and a value of True allows auto sizing, that is the element is resized the proportions are maintained.
  - Color – Sets the color for the selected text element. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
- Font – Defines the font and the related properties such as size, style, and so on. To change the font, click the button ... and set the properties such as Font, Font style, and Size. You can also apply effects such as Strikeout or Underline the text.
- Rotation – Rotates the text in degrees ranging from 0 to 360.
- Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.

- Data
  - Field – Assigns the field to the element. All available fields will be displayed in the drop down. Remember that you created a new field for Date of Birth and added a Field element on to the canvas. Now choose [DateofBirth] from the drop down.
- Design – Displays the name of the element. This value cannot be modified.

4.4. Line

Click the Line element that you added in Module 3. Notice that the properties window changes when you select a line.

Appearance	
Border Color	**192, 255, 255**
Length	**3.5**
Rotation	**0**
Style	Solid
Thickness	1
Transparency	100
Design	
Name	[Line1]

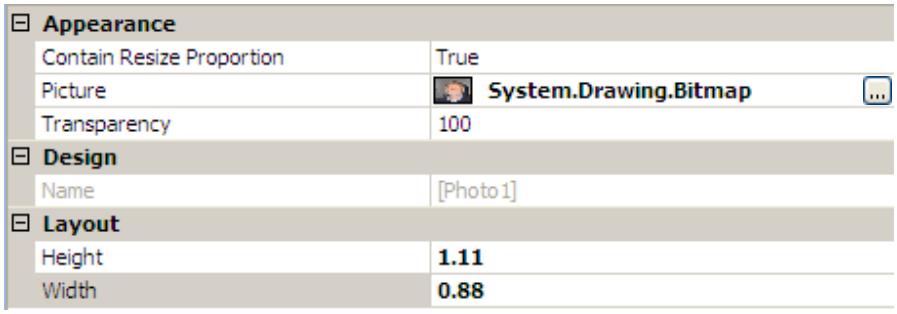
Properties of Line element

The following are the properties of field elements:

- Appearance
  - Border Color – Sets the color of the border. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Length – Defines the length of the line. You can modify the value.
  - Rotation – Rotates the line in degrees ranging from 0 to 360.
  - Style – Defines the style for the line. Various options are listed in the drop down from which you can select the required style.
  - Thickness – Defines the thickness of the line. The maximum value is 20.
  - Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.
- Design – Displays the name of the element. This value cannot be modified.

4.5. Picture, Logo, and Photo

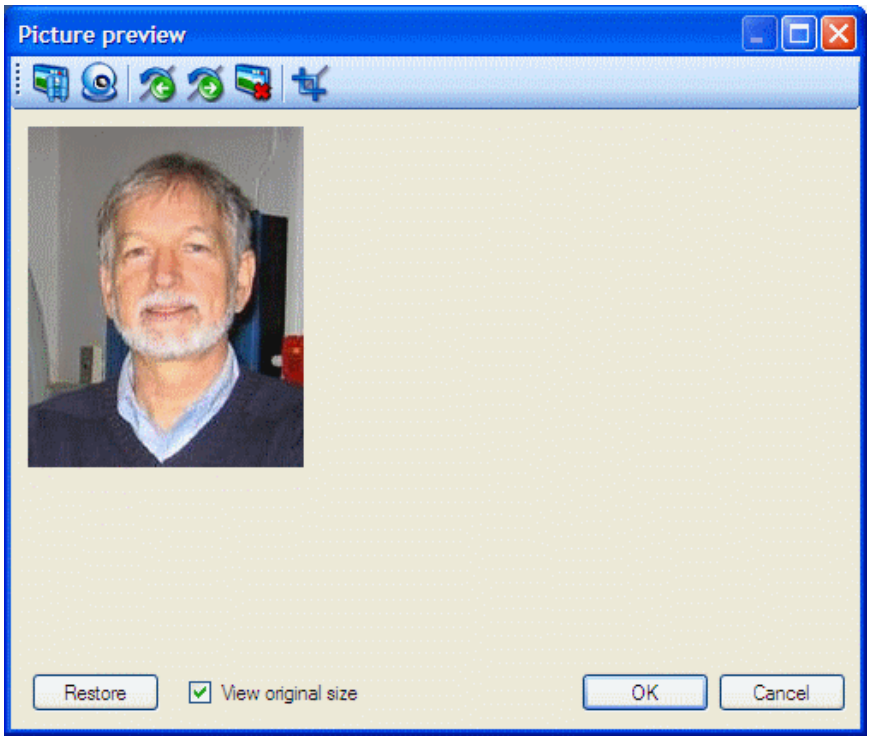
The properties of these elements are the same. They are differentiated by the value of Design.



Properties of Photo, Logo, and Picture elements

The following are the properties of pictures, logos, and photos:

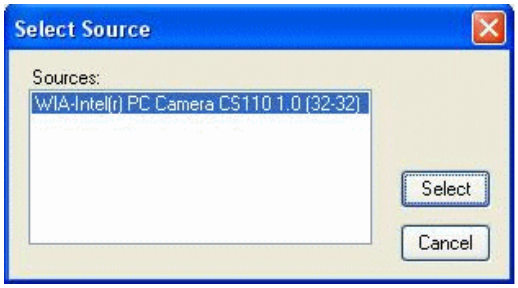
- Appearance
  - Contain Resize Proportion – Maintains the proportion of the background image when resized. This property takes Boolean value and True indicates that the proportions are maintained.
  - Picture – Sets the image. Click the ... button. The Picture Preview dialog opens.



Picture Preview dialog

› You can select an image from a file. Click the **Image from File** icon. Browse to the location containing the image. Select the file and click **Open**.

› Using the Enterprise Edition of Easy Card Creator you can capture images using any kind of digital camera. Click the **Image Capturing** icon. From the Select Source dialog, select the camera from the list of available capturing devices. Capture the picture to be used in the employee record.

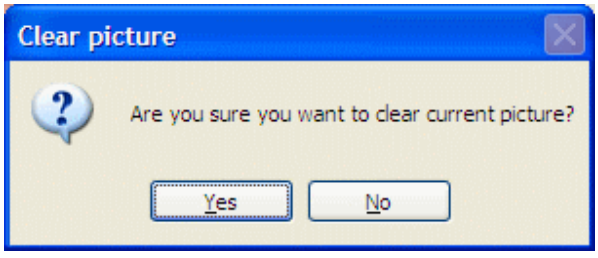


Select Source dialog

› The image from the file or the captured image will be displayed in the **Picture Preview** dialog. The image will be scaled down. To view the actual size of the image, select the option **View original size**. Click **Restore** to revert the changes.

› You can rotate the image **90 degrees to the Left** or **90 degrees to the Right** . You can also select a section of the image. Click the **Select Area** icon and drag the mouse over the area that needs to be selected.

› To remove the selected image, click the **Clear** icon. The image will be cleared after confirmation.



Confirmation to clear the picture

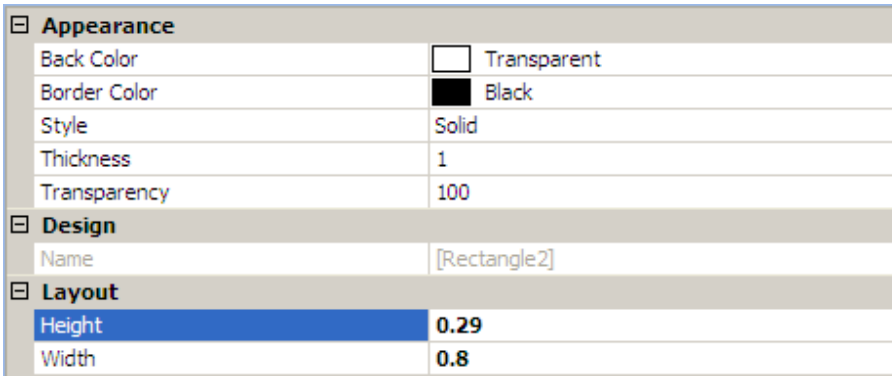
› Click **OK** to attach the image to the employee record.

- Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.

- Design – Displays the name of the element. This value cannot be modified.
- Layout
  - Height – Refers to the height of the element, which can be modified.
  - Width - Refers to the width of the element.

4.6. Rectangle

Click a Rectangle element on the canvas to view its properties.



Properties of Rectangle element

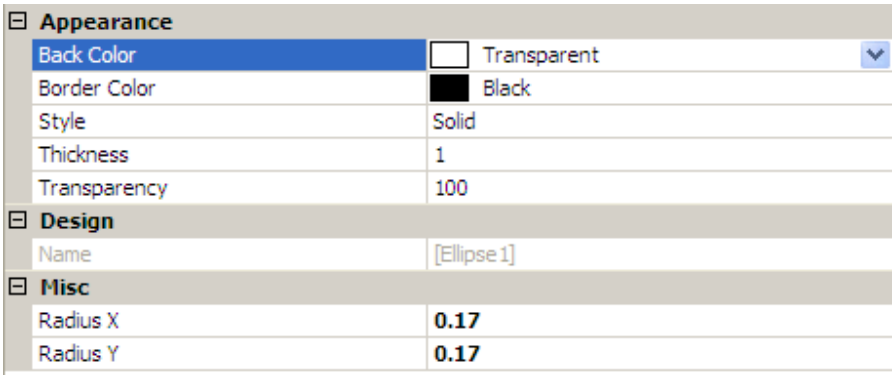
The following are the properties of the rectangle element:

- Appearance
  - Back Color – Refers to the background color of the rectangle. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Border Color – Sets the color of the border. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Style – Defines the style for the rectangle. Various options are listed in the drop down from which you can select the required style.
  - Thickness – Defines the thickness of the line. The maximum value is 20.
  - Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.

- Design – Displays the name of the element. This value cannot be modified.
- Layout
  - Height – Refers to the height of the element, which can be modified.
  - Width - Refers to the width of the element.

4.7. Ellipse

Click an Ellipse element on the canvas to view its properties.



Properties of Ellipse element

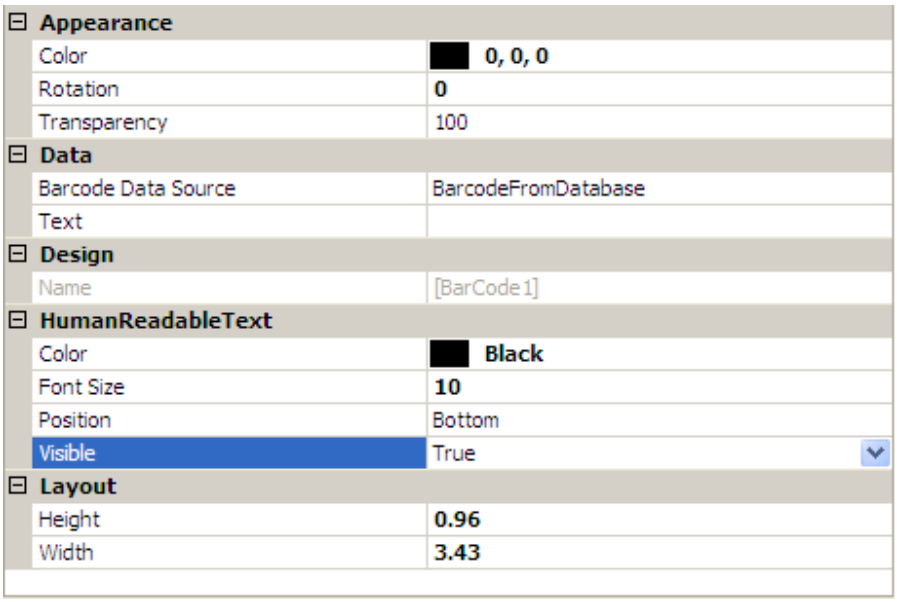
The following are the properties of the rectangle element:

- Appearance
  - Back Color – Refers to the background color of the ellipse. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Border Color – Sets the color of the border. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Style – Defines the style for the rectangle. Various options are listed in the drop down from which you can select the required style.
  - Thickness – Defines the thickness of the line. The maximum value is 20.
  - Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.
- Design – Displays the name of the element. This value cannot be modified.
- Layout
  - Radius X – Refers to the radius of the X axis.

- Radius Y – Refers to the radius of the Y axis.

4.8. Bar Code

Click the Bar Code element that you added in the reverse and check the properties.



Properties of Bar Code element

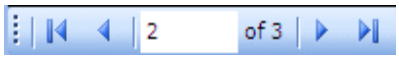
The following are the properties of the barcode element:

- Appearance
  - Color – Refers to the color of the bar coding. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Rotation – Rotates the line in degrees ranging from 0 to 360.
  - Transparency - Sets the opacity of the element. The values range from 10% to 100%. To change the transparency, click the drop down and move the slider.
- Data
  - Barcode Data Source – Allows you to specify the source for the barcode. You can either choose the source as database or text. Click the drop down and choose the relevant option. If the option BarcodeFromDatabase is selected, the value will be taken from the database. If you select BarcodeFromText, you will have to enter the text.

  - Text – Displays the text f the option BarcodeFromText is selected for Barcode Data Source.

- Design – Displays the name of the element. This value cannot be modified.
- HumanReadableText
  - Color –Sets the color for the text. Click the drop down arrow and choose the required color. There are three tabs: Custom, Web, and System.
  - Rotation – Rotates the line in degrees ranging from 0 to 360.
  - Font Size – Defines the size of the text.
  - Position – Sets the position of the text. The options available are Top and Bottom.
  - Visible – Defines whether the text should be visible. This property takes an Boolean value.
- Layout
  - Height – Refers to the height of the element, which can be modified.
  - Width - Refers to the width of the element.

After setting the property, you can preview how the ID would look for each employee. Click the navigation arrows present above the Properties window or enter the number that of the record you want to view.



Navigation arrows

Module 5

Creating New Templates

Objectives

After completing this module, you will be able to:

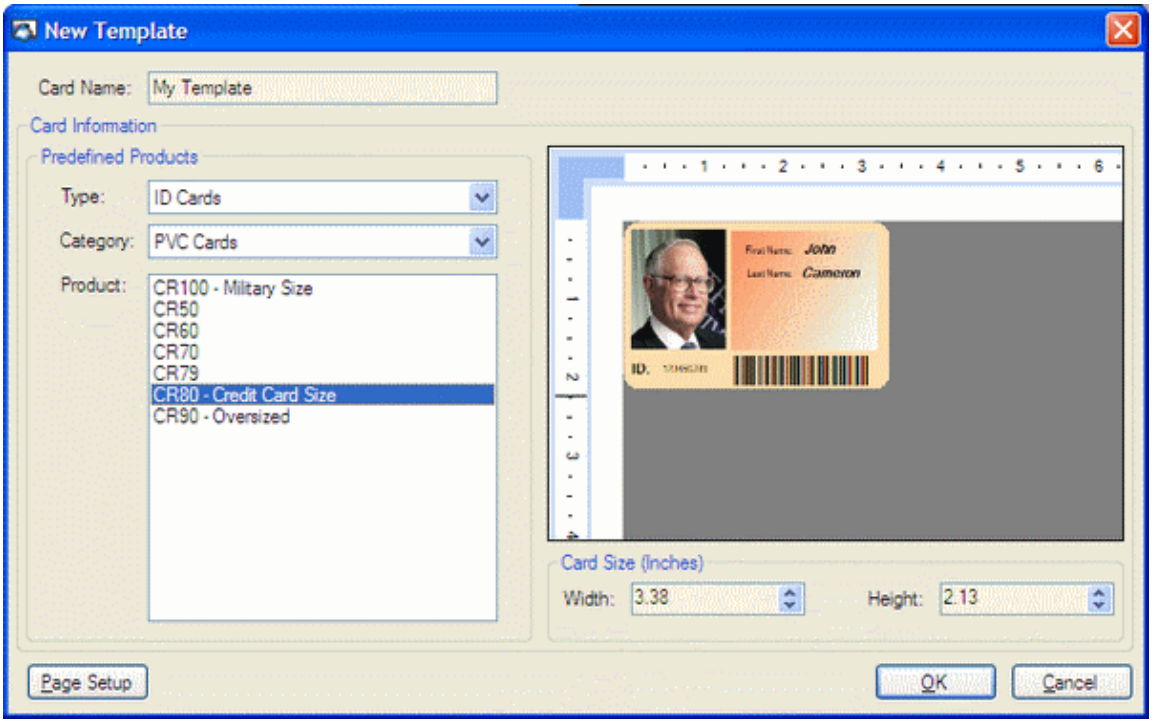
- Apply the properties to the canvas
- Change the properties of different elements on the canvas

In the previous modules, you explored various features of Easy Card Creator using one of the pre-defined templates.

Easy Card Creator also provides you the option to create your own templates.

5.1. Creating New Templates

If you have already opened Easy Card Creator, go to **File** → **Open Template**. If you are opening Easy Card Creator, follow the path **Start** → **Programs** → **Easy Trinity** → **Easy Trinity Card Enterprise** → **Easy Trinity Card Enterprise**. After you log into Easy Card Creator, the Open Template dialog will open. Click **New**. The New Template dialog opens.

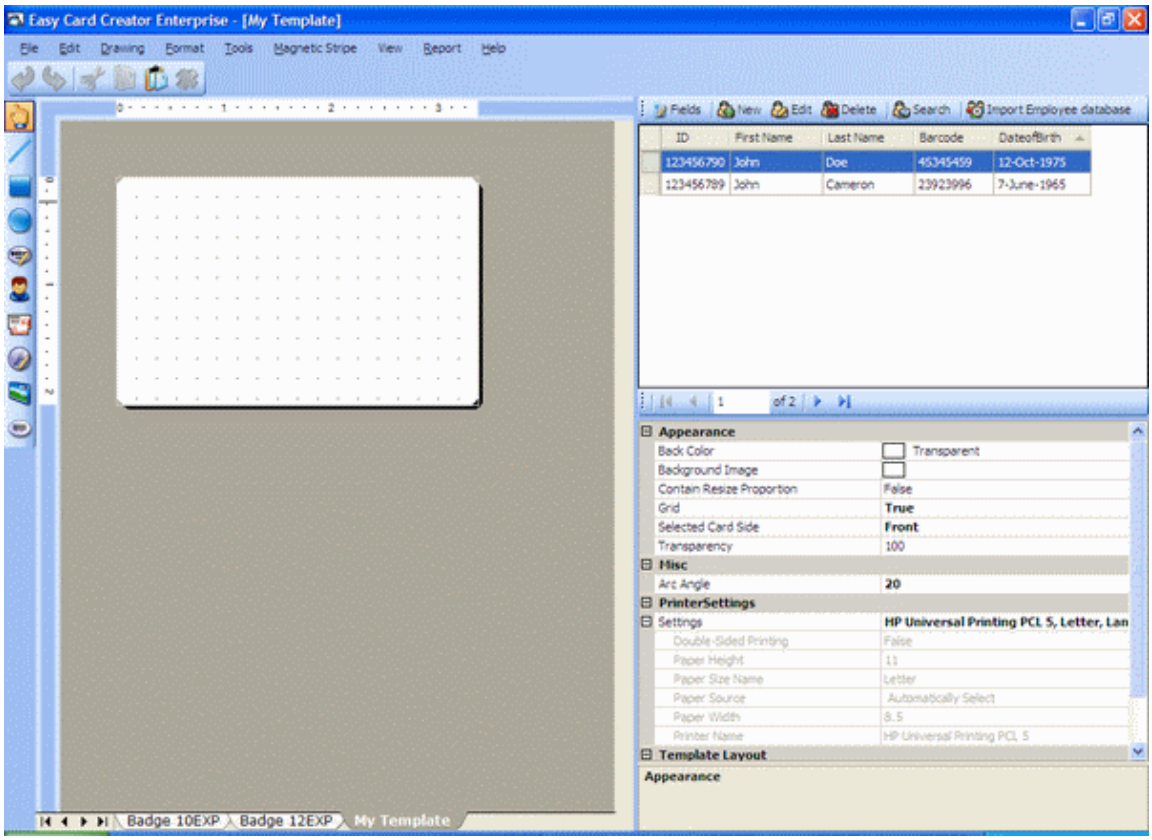


The New Template dialog

Follow these steps:

1. Enter the **Card Name**.
2. Choose a **Type**. The various types available are Labels, ID Cards, Envelopes/Letter Heads, and Business Cards.
3. Each **Type** has different categories. Based on the **Type** you select, the options in the **Category** drop down list will change. Choose a **Category**.
4. Under each **Category**, there is a list of different standard formats. Select a **Product** from the list.
5. The card sizes are displayed. You can modify these values to suit your requirement.
6. Click **Page Setup** to modify the page settings.
7. Click **OK**.

A plain template will open. Add various elements and assign the properties to these elements to design a card to suit your requirement.



The new canvas

Module 6

Importing Database

Objectives

After completing this module, you will be able to:

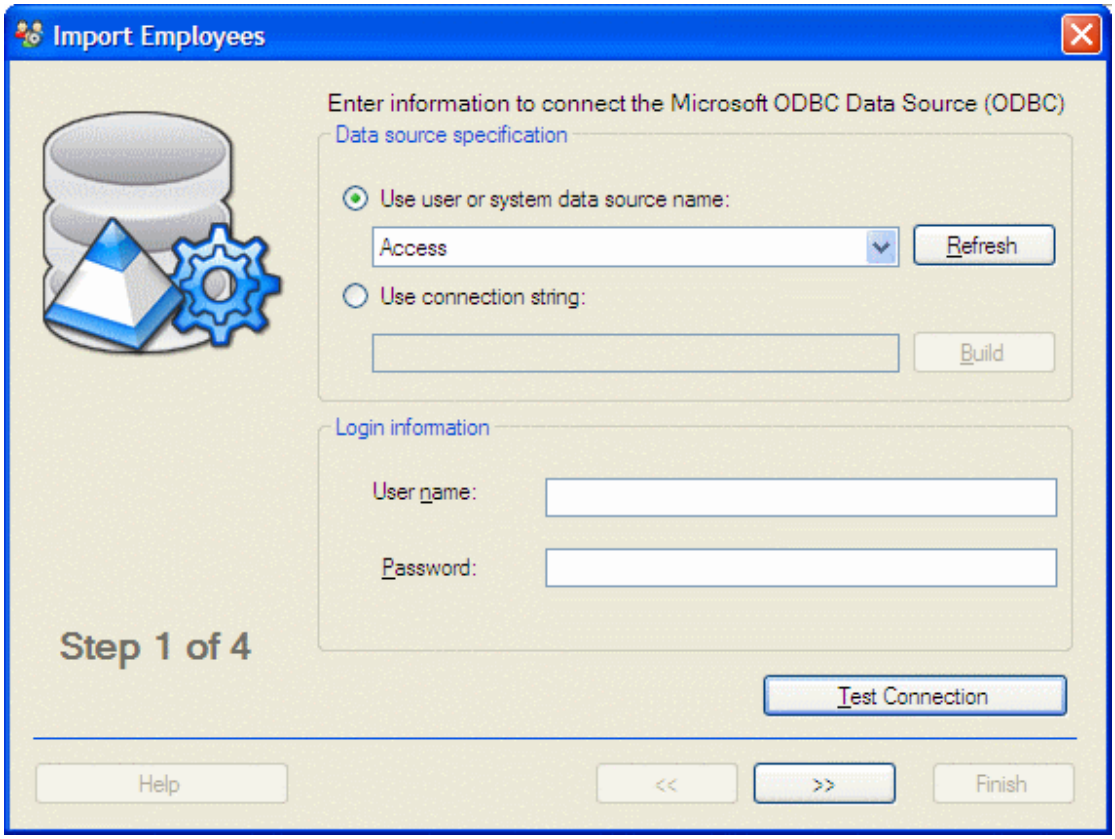
- Import various databases

Easy Card Creator provides the option to import your employee database for populating the fields required for the ID cards.

6.1. Importing Database

To import database, follow these steps:

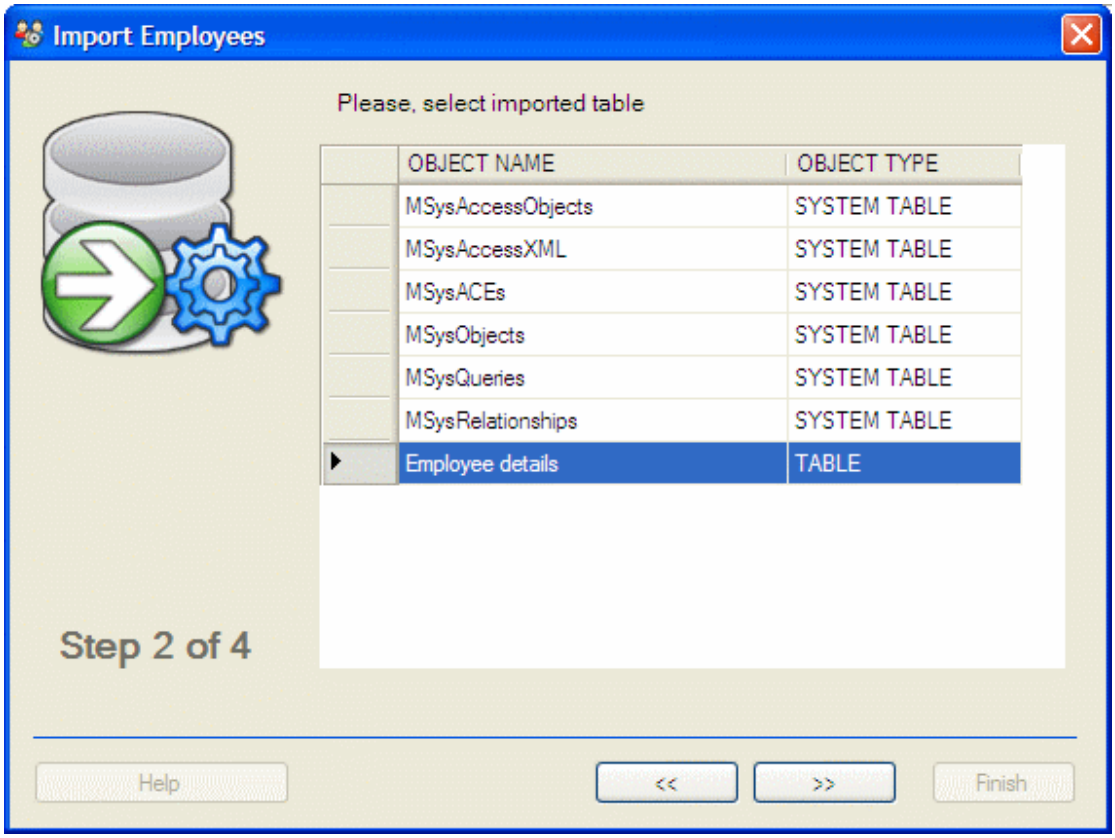
1. Click **Import Employee database** icon.



Import database – Step 1 of 4: Selecting datasource

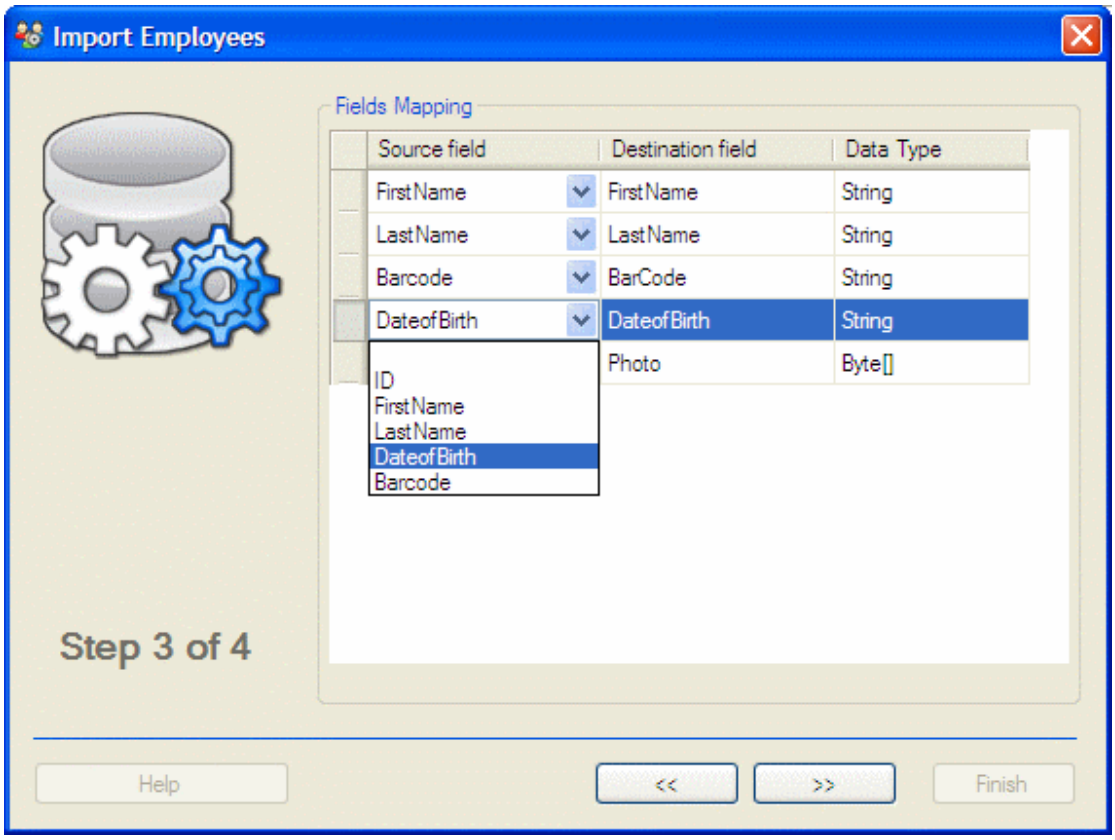
2. In the Import Employees dialog, specify the Data Source. Choose the option **Use user or system data source name** and map the data source name that you had created from the drop down list.
3. Click **Test Connection** to ensure that there are no problems with the connection.
4. Click the >> button.

5. The next step displays the list of tables in the database. Select the relevant table and click the >> button.



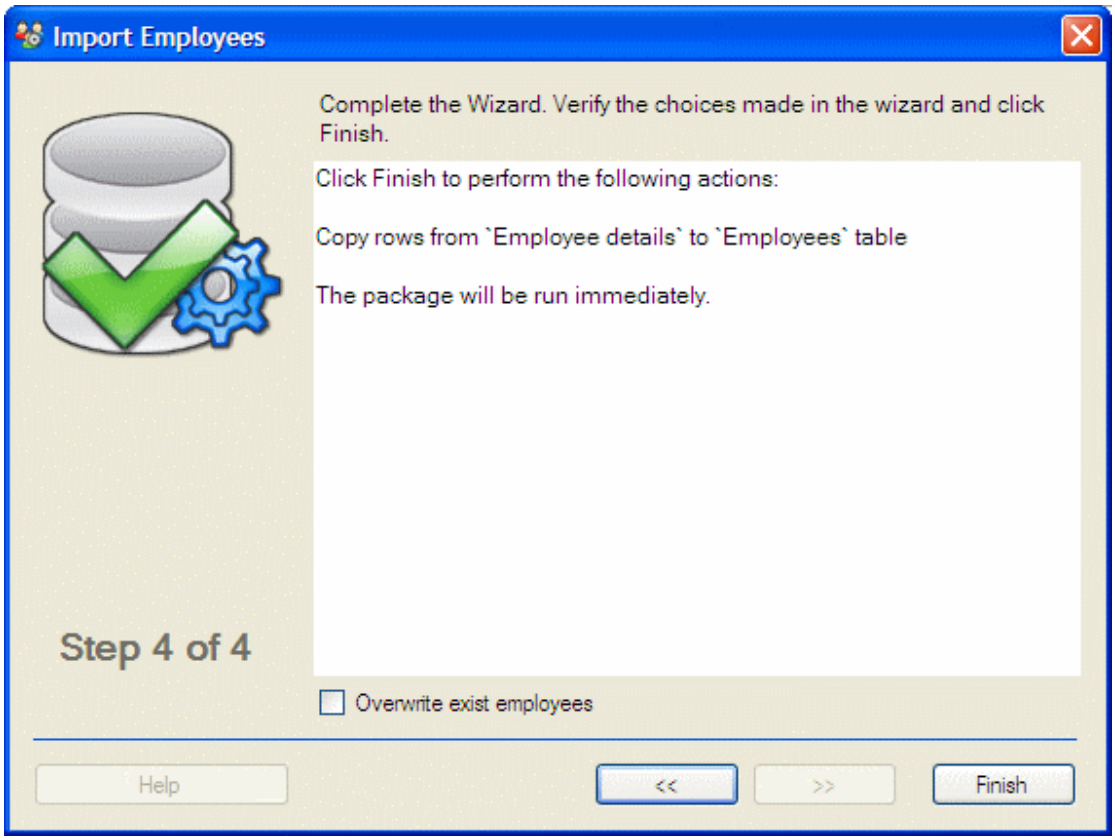
Import database – Step 2 of 4: Choosing table

6. In Step 3, you have to map the fields. The Source field contains the fields from the database. Choose the source field from the drop down list that is relevant to the displayed Destination field. After mapping the fields click the >> button.



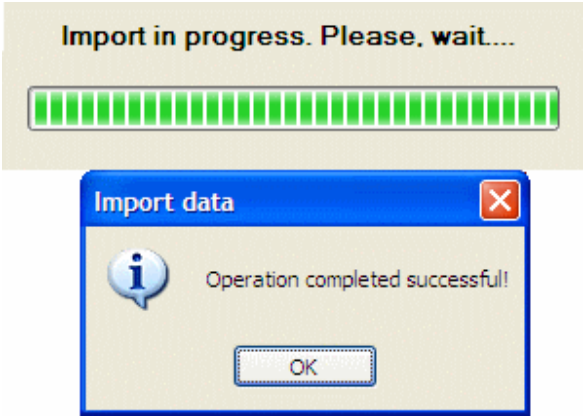
Import database – Step 3 of 4: Mapping fields

7. Step 4 instructs you to verify the choices. Select **Overwrite exist employees** if required. Click **Finish** to import the database.



Import database – Step 4 of 4: Verifying choices

You will be notified of the progress and the successful completion.



Progress of import

Click **OK** and you can see that the fields of the selected table has been imported.