USER GUIDE

BADGE STUDIO SOFTWARE

For more information, please visit www.badgy.com

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7. UNINSTALLING BADGE STUDIO

1. INTRODUCTION

Badge Studio software is designed to create and print badges and other types of cards:

- employee badges,
- business cards,
- school ID cards,
- student cards,
- membership cards,
- loyalty cards,
- name tags,
- event cards,
- VIP cards.

1.1 Glossary

We invite the user to refer to the Glossary each time it feels necessary.

Term	Meaning
Background	First layer of the design. Each side of the card design can have its own background In Badge Studio, it is possible to edit the background of the front side and of the back side
Back side	The back side of the card is only available in Badge Studio PLUS edition. You may customize both sides independently.
Database	In Badge Studio (internal database): table that contains all the lines with the current document design. See "line" term for more details. Outside of Badge Studio: table made on Excel/Access/.txt that can be imported to complete the internal database
Document	Card in its digital form (in Badge Studio software), before being printed with a Badgy printer
Document design	Display of the document background, objects and information (in two sides with Badge Studio)
Fixed object	Image or text on the design that does not change from one record to the other
Line/record	A record corresponds to a line in the database. To print cards, you need to select lines in the database. Cards can be printed either in batch or one by one. With Badge Studio STANDARD edition, the maximum number of records in the database is 20. With Badge Studio PLUS edition, there is not limit of records.
Object (= item)	An object or item is added to the card design. It may be: an image, a text area, a logo, a barcode, a shape

Term	Meaning
Reference Column	Column that is checked by Badge Studio in both databases when importing the values of an external or Badge Studio file. When a duplicated value is detected between the databases, the user is informed about it and needs to decide on the action to perform.
Templates	Document designs provided by Evolis and available in the card template library Templates design already include a background and various objects, which can be edited and customized by the user
Variable object	Image or text on the design that changes from one record to the other.
Wizard	Quick tutorial meant to help the user in tasks that are new or not frequently done. For example: - creation of a new document - batch printing of dual-sided cards

1.2 Checking the Minimum Requirements

Check the following elements for the installation of Badge Studio on your computer:

WINDOWS	MACINTOSH
• Windows® 7 or later version (32 or 64 bits) • 2 GB of RAM • 1.5 GB of free hard disk space • Screen resolution: 1024 x 768 pixels • 1 USB port • An integrated web camera compatible with DirectShow, WIA or TWAIN	• Mac OS 10.12 or later version (64 bits) • 2 GB of RAM • 1.5 GB of free hard disk space • Screen resolution: 1024 x 768 pixels • 1 USB port • An integrated web camera compatible with DirectShow, WIA or TWAIN

Administrative rights on your computer user account are compulsory.

2. INSTALLING YOUR BADGE STUDIO SOLUTION

Badge Studio may be installed on as many computers as desired.
A license activation code for the PLUS edition can only be used on one computer at a time (for more details, refer to section PLUS EDITION 50)

Printing will be possible as long as the Badgy printer is plugged-in to the adequate computer via USB.

2.1 Content of Badgy solution

The Badgy solution consists of:

- A card printer (Badgy100 or Badgy200),
- A USB cable, a power supply and a power cord,
- A USB key containing all files required to install Badge Studio,
- A white printing ribbon and black cards.

2.2 Installing the printer driver and Badge Studio software

2.2.1. Launching the Executable

There are two ways to access Badge Studio:

From the provided USB drive	From www.badgy.com
Step 1: Open the USB drive contents from Windows Explorer. **Step 2**: Double-click on **Setup_BadgySoftware.exe**	**Step 1**: Go to the following link: https://www.badgy.com/support/ressources/evolis_badge_studio **Step 2**: Select Badge Studio software version corresponding to your computer OS type (Windows/Macintosh) **Step 3**: Download **Setup_BadgySoftware.exe** and double-click on it

2.2.2. Setting the Installation

Step 1: Launch the installer and select the language.

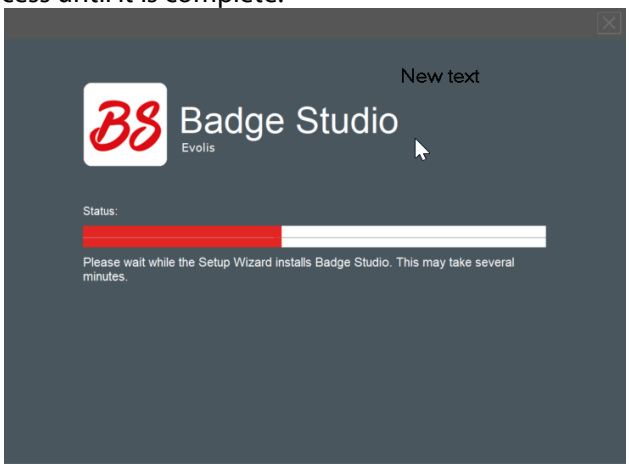
Step 2: Click on **Next** to install both the printer driver (Badgy Premium Suite & Badgy Print Center) and Badge Studio software.

NOTE Click on **More Options** if you want to:
- select another installation folder than the default one (C:\Program Files (x86)\Evolis\Badge Studio\)
- check the minimum requirements for the installation of the solution

Step 3: After viewing the license terms and conditions, tick I agree and click on INSTALL.

NOTE Please note that administrative rights are compulsory to install both the driver and Badge Studiosoftware.

Follow the installation process until it is complete.



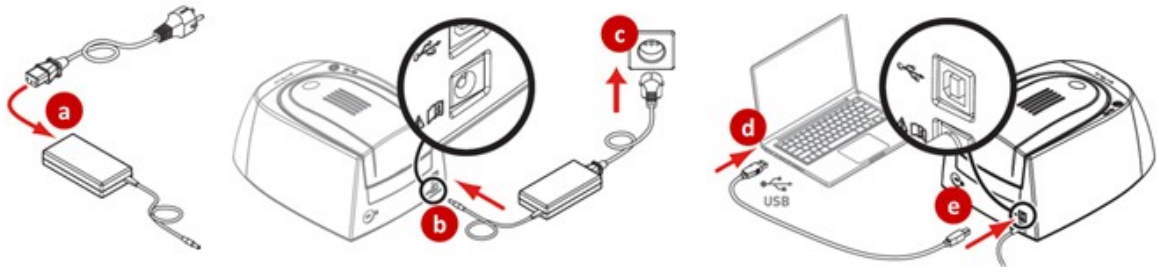
Step 4: Once the installation process is complete, click on **Run application after finishing**.

Badge Studio software is launched. The guided tour video is launched.

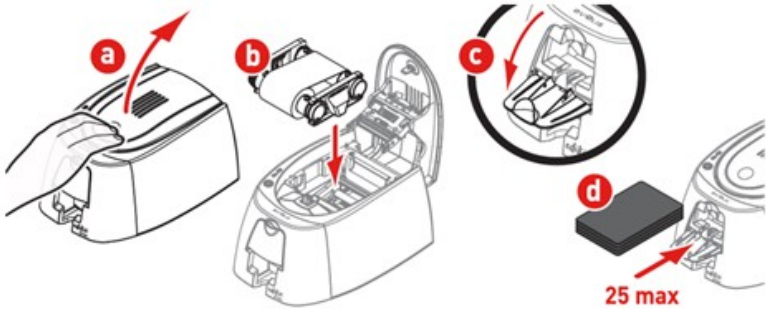
Step 5: Follow next steps: Plugging-in the printer 9 and Checking that everything is ready for printing 9.

2.3 Plugging-in the printer

Step 1: Plug-in the printer:



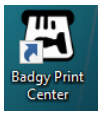
Step 2: Insert the consumables:



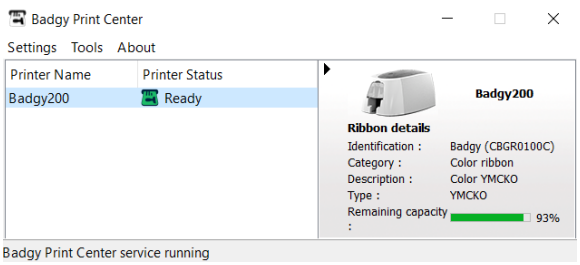
2.4 Checking that everything is ready for printing

Step 1: To make sure the solution is ready for print, open the Badgy Print Center:

- from Windows **Start** menu

- or from the desktop shortcut 

Step 2: In the Badgy Print Center, check that the printer status is **Ready**.



3. EDITING AND PRINTING YOUR FIRST CARDS

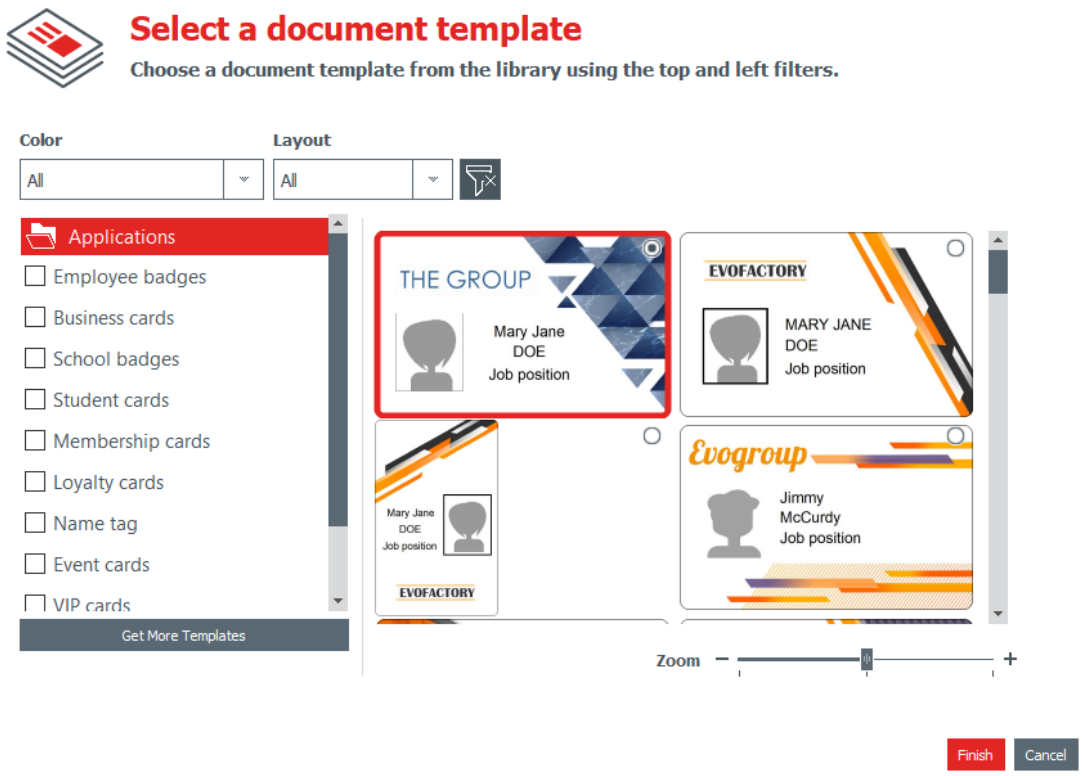
At the first launch of the software, a guided tour video starts: it presents the main software interface ergonomics and features.

Close the video window to access the **New Document** wizard.

3.1 The New Document Wizard

At the end of the guided tour video, the wizard called **Create a New Document** is displayed.

It will help you to create your card designs.



Step 1: Select one of the provided templates:
- by sliding the bar on the right side,
- or by ticking the categories on the left side.

Use the zoom in/zoom out feature to change the size of the document icons.

NOTE More templates are available on Badgy website. You can click on Get more Templates button. Select the template according to the filters and download the file on your computer to use it afterwards.

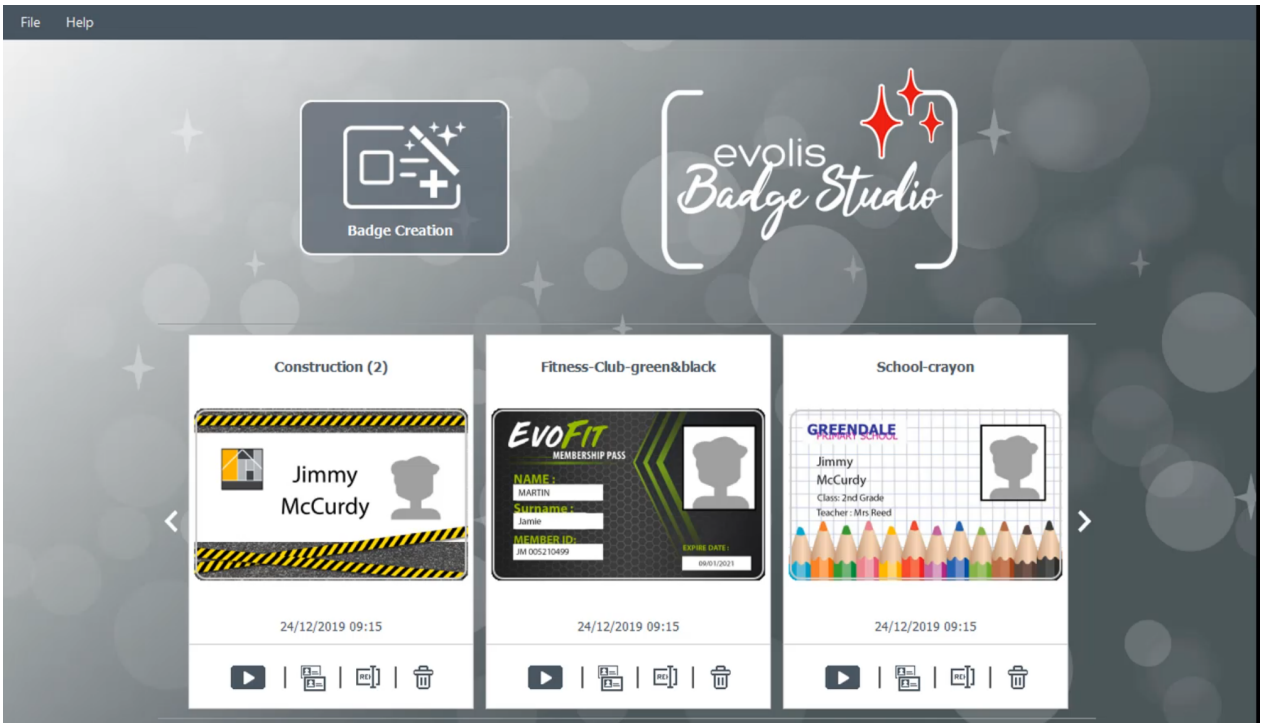
Step 2: Change the settings at the top of the wizard:

Color	Layout
You may choose to print: - black color on a white card, - or all colors on a white card.	You may select: - portrait, - or landscape layout

To reset filters, click on the grey button available on the right.

Step 3: Click on **Finish** to continue the edition of the document, or **Cancel** to quit the wizard and access the **Home** page.

3.2 Using the Home page

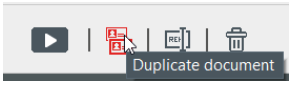
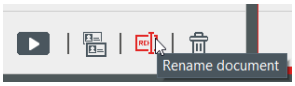


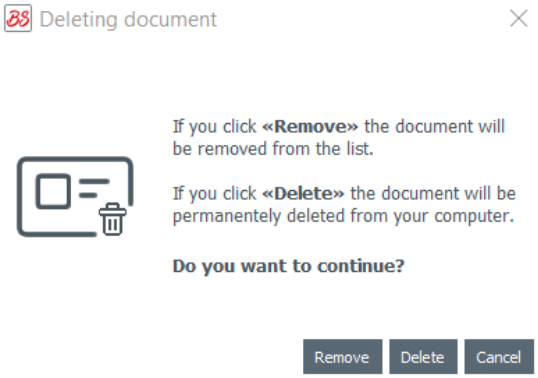
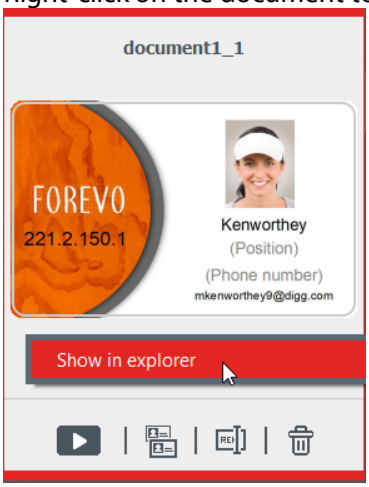
The following features are possible from the **Home** Page:

Feature	Steps to Follow
Launch the wizard to create a template	For more details, refer to section The New Document Wizard 10

Feature from the top Menu	Steps to Follow
Open a document	You may open two types of format: - .bs (Badge Studio format) - .card (previous Badge Studio format)

Feature from the top Menu	Steps to Follow
	For more details on the procedure, please refer to section Opening a Document 14
Change the language	The software is available in 21 languages: Czech, Danish, German, English, Spanish, Finnish, French, Hungarian, Indonesian, Italian, Japanese, Korean, Dutch, Norwegian, Polish, Portuguese, Russian, Swedish, Turkish, Simplified Chinese, Traditional Chinese
Activate your Badge Studio licence	For more details, refer to section Upgrading Edition on your Current Computer 50
Get help on the software	To launch the guided tour video, go to the top menu and click on **Help**>**Launch** guided tour video
Download the latest software updates	The latest software updates are free of charge. To download the latest software updates, click on **Help**>**Check for software updates** To be automatically informed in case of a new update, tick **Automatically check for updates.**
Check your current edition of the software	Click on **Help**>**About Badge Studio** If the PLUS edition is activated, then a + icon is displayed

Feature from the list of saved documents	Steps to Follow
Open a document previously saved	From the bottom part of a document in the list, click on **Play** The document is now displayed in the main screen.
Duplicate a document	From the bottom part of a document in the list, click on **Duplicate document**:  The duplicated document is added to the list, with an incremented number version in parenthesis. You may rename the document as wished.
Rename a document	From the bottom part of a document in the list, click on **Rename Document**: 

Feature from the list of saved documents	Steps to Follow
	Go to the name field at the top of the document and enter the new name as wished.
Delete a document	From the bottom part of a document in the list, click on the dustbin icon A window is displayed to offer you various choices:  Click on **Remove** or **Delete**, depending on your wish.
Show file location in the explorer	Right-click on the document to display its location in your files explorer 
Go through the list of documents	Use the navigation buttons: - left and right arrows - round buttons at the bottom

3.3 Opening a Document

Step 1: From the first screen displayed after the launch of the software, go to **File**>**Open a document**.

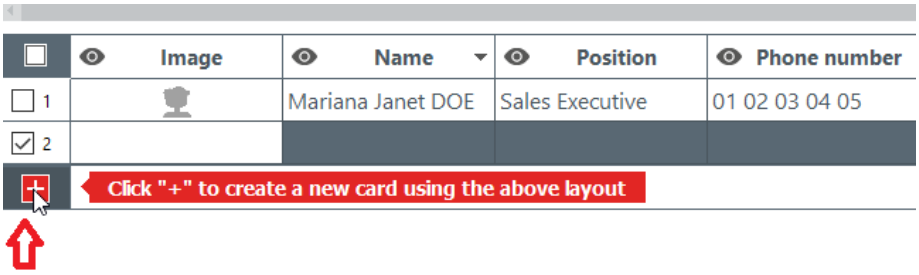
Step 2: From the files explorer, search for the .bs or .card file and click on Open.

Step 3: Edit the document as explained in the next sections.

3.4 Adding new rows to the table

Adding new rows will enable you to create new cards using the same template.

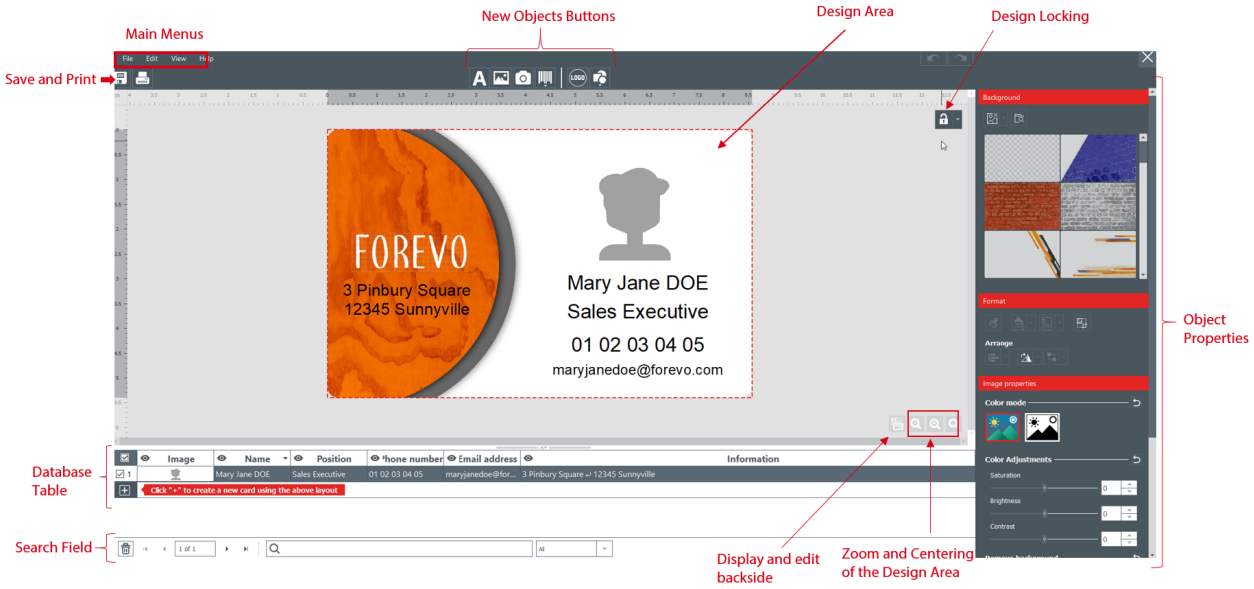
Add new rows to the database table using the + button located at the bottom of the screen:



3.5 Editing a Document Design

After creating a new document from the wizard or opening a previous document, the main screen appears.
It offers multiple possibilities to customize and print cards.

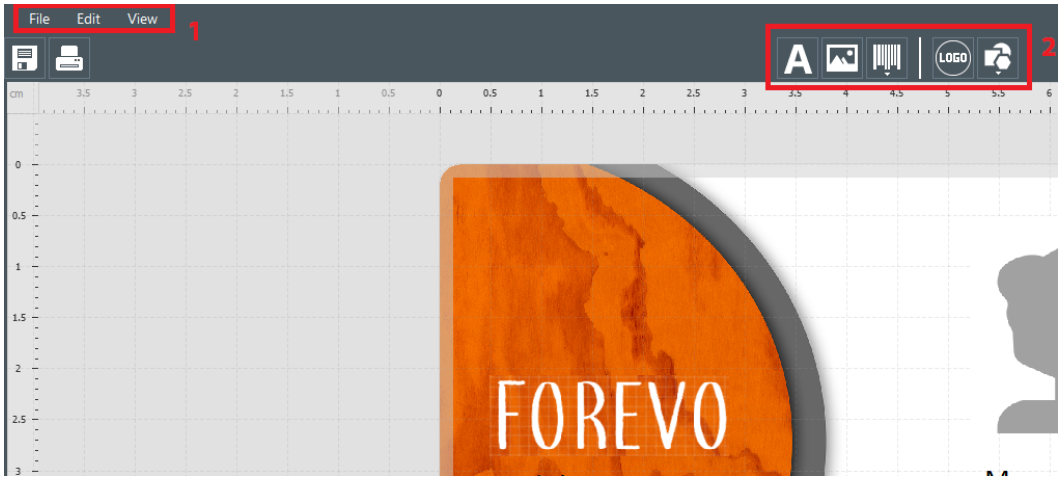
The interface is organized as follows:



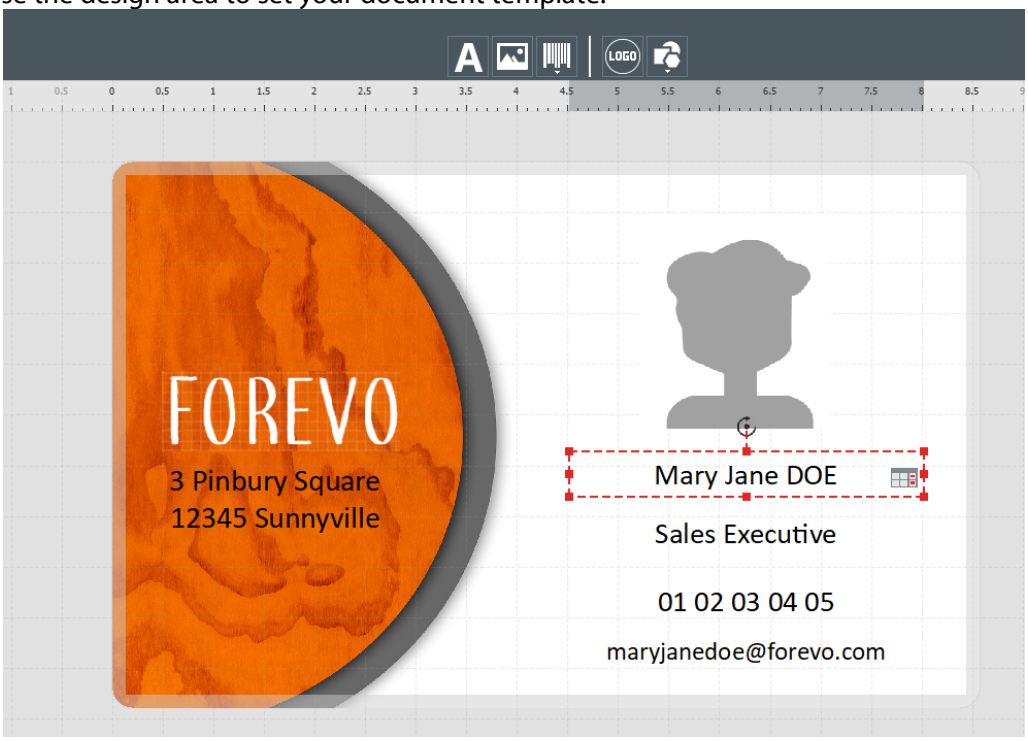
Step 1: On top of the screen, use the following buttons:

1: the **Main Menus** (File / Edit / View) are used to manage general settings (for more details, please refer to section Main Menus) 21.

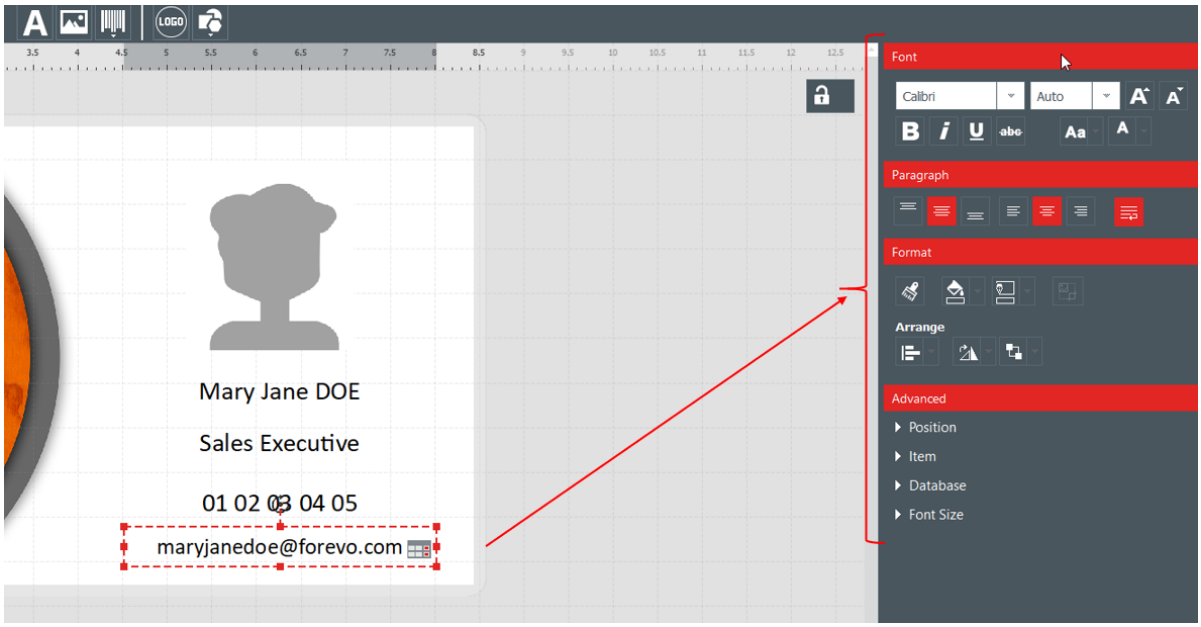
2: the **New Objects** buttons are used to add text, images and shapes to the card (for more details, please refer to section Adding a New Object on the Document Design 24 24.



Step 2: Use the design area to set your document template.

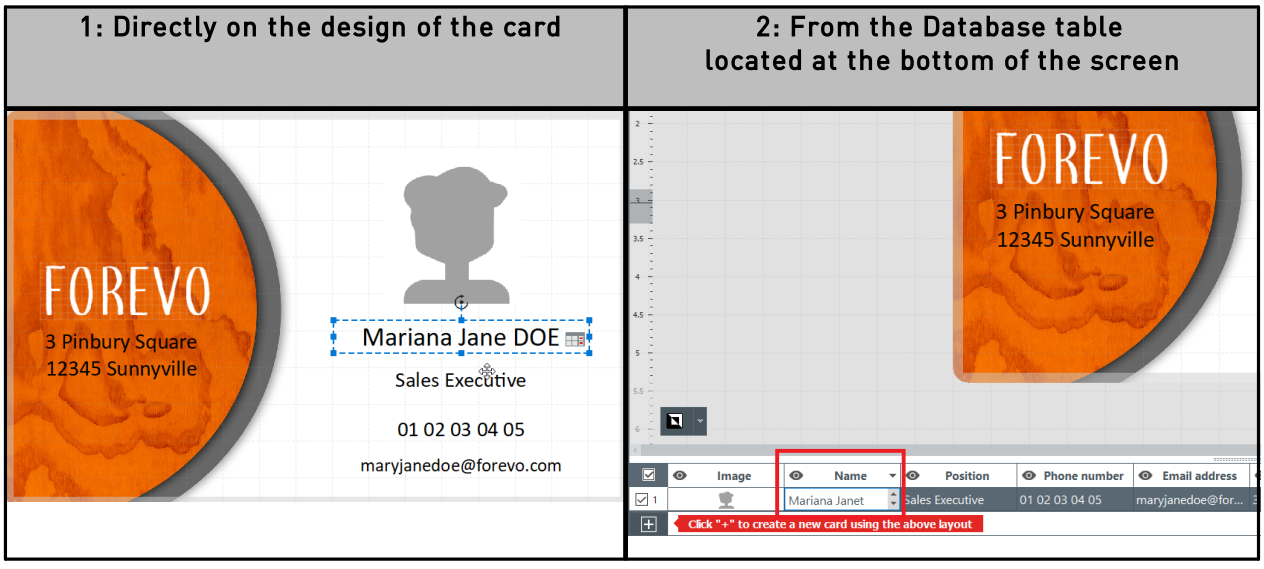


Step 3: Select an object on the template to display the **Properties** pane on the right side of the screen and edit them.



3.6 Editing Text Information

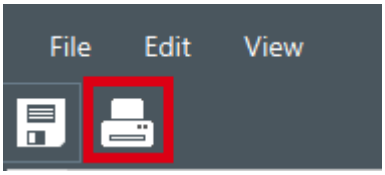
The information contained in the objects can be edited in two different ways:



3.7 Selecting Lines to Print

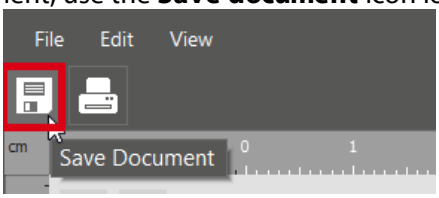
Step 1: At the bottom of the screen: tick the checkboxes located on the left of each line to select the lines you wish to print.

Step 2: At the top of the screen: click on the **Print** button located at the left of Badge Studio screen.



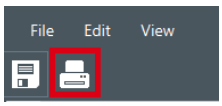
3.8 Saving a Document

To save changes made to a document, use the **Save document** icon located at the top left:



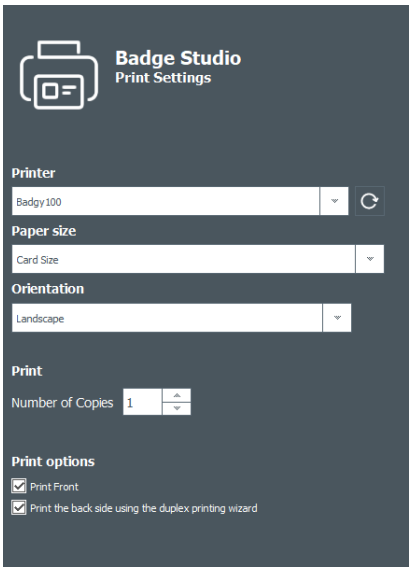
To save the document on your computer, click on **File**>**Save Document** as and select a repository to store the document.
The document is now saved with a .bs extension.

3.9 Printing a Document

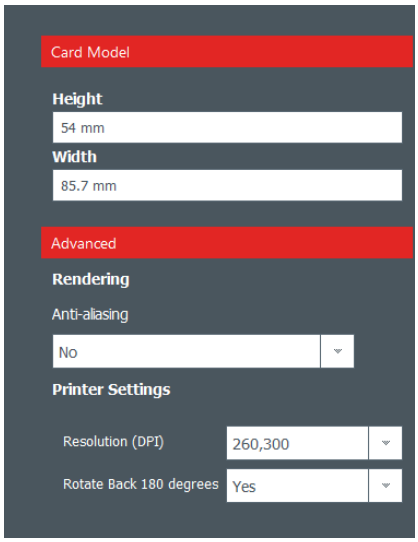
Step 1: Click on the **Print** button 

or go to **File**>**Print Document**.

The printing window is divided in two parts:



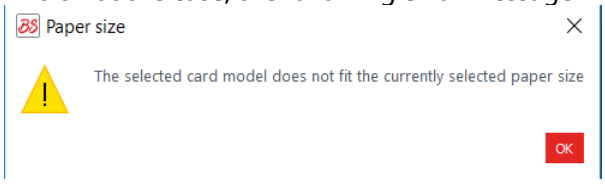
General Printing Settings



Advanced Printing Settings

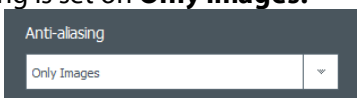
Step 2: Change the settings as wished.

Please bear in mind that Printing settings you modify will be changed also for the next printing jobs of the same card design.
For each card design, it is recommended to check the settings.

General Settings	Steps to Follow
Printer	Select the printer that is currently plugged in to your computer. Click on the **Refresh** button in case there was a delay in the detection of the printer.
Paper Size	**Card size** is the selected and accepted default size for Badgy printers. For example, long cards (120 mm or 150 mm) are not accepted.
Orientation	Select **Portrait** or **Landscape**, depending on the result expected on your card. Make sure to select the orientation that corresponds to the selected template. If it is not the case, the following error message will display: 
Number of copies	The number of copies entered will define the number of cards printed with the same design.

General Settings	Steps to Follow
Print options	Tick **Print the back side using the duplex printing** wizard if you need assistance of the wizard. If you decide to return cards manually, do not tick this option.

Double-click on the **Advanced** tab to unfold it.

Avanced Settings	Steps to follow
Card Model	Height and width values of the adapted card format.
Anti-aliasing	Use this feature to smooth the rendering of the printing for text areas and pictures. By default, the setting is set on **Only Images.**  It means that: - images on your design will be anti-aliased + printed with the dye sublimation technique - text area on your design will be printed with the monochrome resin technique
Resolution	Dot per inch values for the resolution of the printing.
Rotate Back 180 degrees	Use this feature to rotate the back side of the card by 180°, so that your front and back designs can be viewed and read in an adequate way. By default, "yes" is selected.

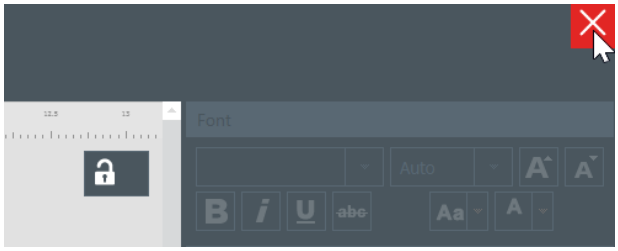
Other options	Print Rendering
yes	- text areas and images are anti-aliased - text areas and images are printed with the dye sublimation technique
no	- no anti-aliasing is applied - text areas are printed with the monochrome resin technique - images are printed with the dye sublimation technique
only text	- only text is anti-aliased - text areas and images are printed with the dye sublimation technique

Step 3: Click on **Print**.

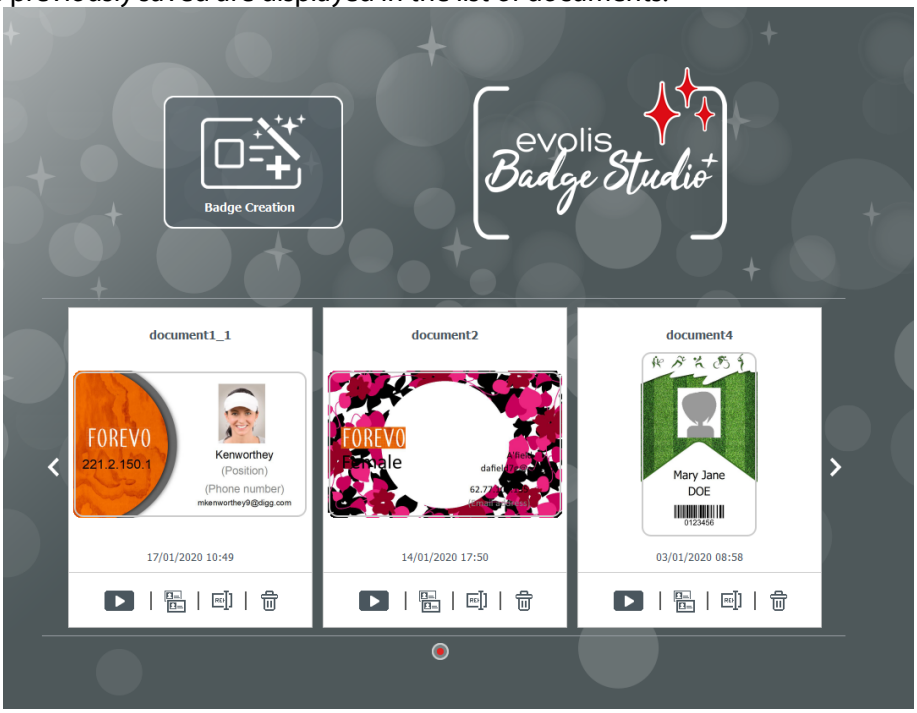
NOTE The maximum number of lines to be printed is 25.
If you have selected more than 25 lines or if you have set more than 25 copies to print, close the printing window and unselect lines in the database table.

3.10 Closing a Document

Click on **File**>**Close Document** or on the **Close** button located in the upper right corner to close the document and return to the software **Home** page.



The **Home** page is now displayed.
All documents previously saved are displayed in the list of documents:

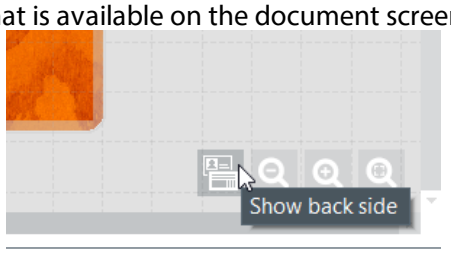


4. CUSTOMIZING THE DOCUMENT DESIGN

You may edit the document design on both sides independently: front and/or back.

Editing the backside of the document is a PLUS edition feature.

To activate the backside of your document, you need to:
- upgrade your edition to PLUS 50
- click on the backside button that is available on the document screen



Once the display of the back side is activated, the customization of each side is performed the same way for both sides.

4.1 Main Menus

When a document is open, there are four main menus: File Edit View Help

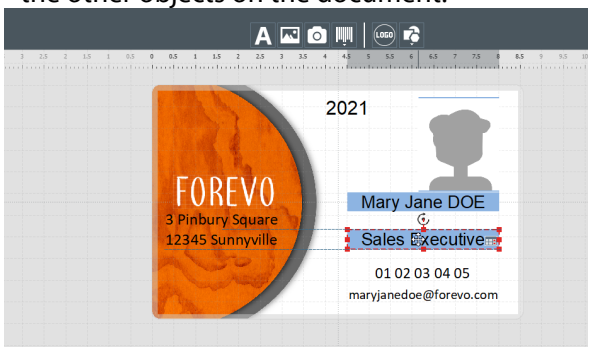
From the **File** menu, you may do general actions on your document:

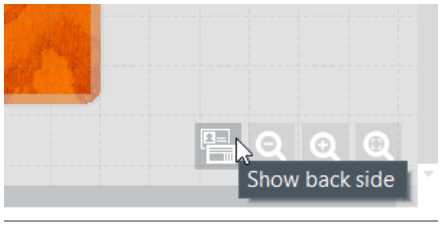
Feature	Steps and details
Change the language	The software is available in 21 languages.
Activate/deactivate Badge Studio PLUS license	For more details, refer to sections Upgrading Edition on your Current Computer 50
Lock Design with password [PLUS Edition 50 feature]	For more details, refer to section Design Locking with a Password 69
Import data [PLUS Edition 50 feature]	For more details, refer to section Importing Data to Your Current Document 58
Save document	Use this feature to save all modifications done on the current document.
Print document	For more details, refer to section Printing A Document 17
Quit Badge Studio	Use this feature to exit the software

From the **Edit** menu, you may make changes to the objects that are added on the document design:

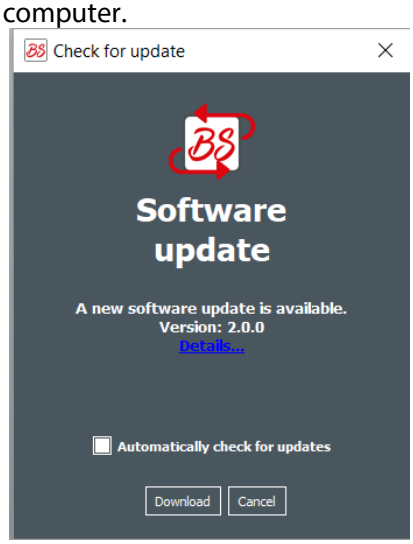
Feature	Steps and details
Undo/redo	These features do the same action as the arrows that are displayed on the top- right part of the screen
Cut/Copy/Paste/Delete	Use these features to cut/copy/paste an object
Duplicate	Duplicating an object means copying and pasting
Bring to Front/ Send to Back/ Bring Forward / Send Backward	For all details, refer to part **Order Objects** in section Changing Properties for a Document Object 28
Edit card background	For all details, refer to section Editing the Card Background 26

From the **View** menu, you may change the display of the design area:

Feature	Steps and details
Measurement System	Use this feature to change the unit of measurement from millimeters (default setting) to inches
Show grid	This feature applies a grid on the document design. The grid has cells with sides of 0.5 cm to help you manage the layout of your card design
Show rulers	Use this feature to display the ruler markings
Guide Lines	These two lines are vertically and horizontally positioned on the document design, to serve as a reference when you edit the design.
Snap	When you want to move an object on the document, this feature enables to align the current object position on: - the grid - the other objects on the document:  You may also disable the snap feature, if you do not need it.

Feature	Steps and details
Show backside **[PLUS Edition 50 feature]**	Use this feature to display the backside of the document. It is the same as clicking on the backside button. 

From the **Help** menu, you may do the following actions:

Feature	Steps and details
Launch guided tour video	Provides a first tutorial on how to use Badge Studio.
FAQs	Gives access to the FAQs on Badgy website.
Check for software updates	Enables to check for updates and install them on your computer.  Click on **Details** to get more information and **Download** to get the latest update.
About Badge Studio	Provides the version of Badge Studio and the edition (STANDARD or PLUS).

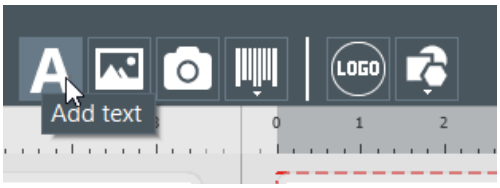
NOTE Keyboard shortcuts (whenever available) are displayed after the field name.

4.2 Adding a New Object on the Document Design

You may add the following objects: text area, image (from your computer disk or from an integrated webcam), barcode, logo and shape.

4.2.1. Adding a New Text Area

Step 1: From the **New Objects** buttons, click on **Add text**.

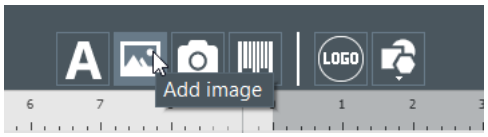
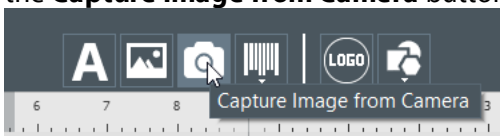


> A new text area is added at the center of the card,
> A new database table column is created.

Step 2: You may now edit the text area, from the document design or from the database table.

4.2.2. Adding a New Image

There are two types of images, depending on the source of your image: browsing from the disk or tacking a capture through the integrated webcam.

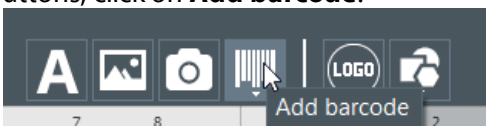
The image is browsed from your computer disk	The image is taken through your integrated webcam
Step 1: From the New Objects buttons, click on the Add image button.  A new image area is added at the center of the card and the explorer window opens. Step 2**:** Search for the file and click on **Open**.	Step 1: From the **New Objects** buttons, click on the **Capture Image from Camera** button.  If your computer is equipped with a web camera, the screen used to take a capture is displayed. Step 2: Click on the webcam button to take the capture. Step 3: Click on **Acquire** to insert the capture into Badge Studio document.

Once have finished searching for the image, a new database column is created and the image is inserted in your document design.

From the **Properties** window displayed on the right, you can edit the image as wished. For more information, refer to sections Editing Properties for a Document Object 28.

4.2.3. Adding a New Barcode

Step 1: From the New Objects buttons, click on **Add barcode**.



Step 2: Select the type of barcode: **1D** (Barcode) or **2D** (QR Code).
A new barcode is added at the center of the card, and a new database table column is created.

Step 3: Edit the barcode/QR code basic properties as wished: text, size and location.

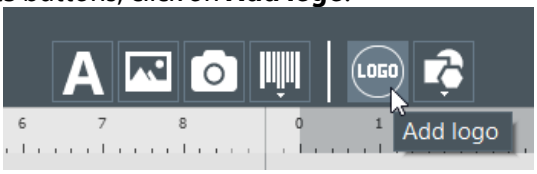
Step 4: To edit the advanced barcode/QR code properties, go to section Editing the advanced barcode properties 32 and Editing Specific Properties for a QR Code 34.

4.2.4. Adding a Logo

By default, a logo is a fixed image on your background. Fixed image means that the logo will be the same for all rows of the database

NOTE If you want to convert the logo into a variable image, refer to section Turning a Variable Field into a Fixed Field 48.

Step 1: From the **New Objects** buttons, click on **Add logo**.



A new image is added at the center of the document and the OS explorer opens.

Step 2: Select a logo under a format accepted by the software and click on **Open** to add the logo to the document design.

Step 3: Edit the size and location of the logo as wished.

4.2.5. Adding a Shape

Step 1: From the **New Objects** buttons, click on **Add shape.**

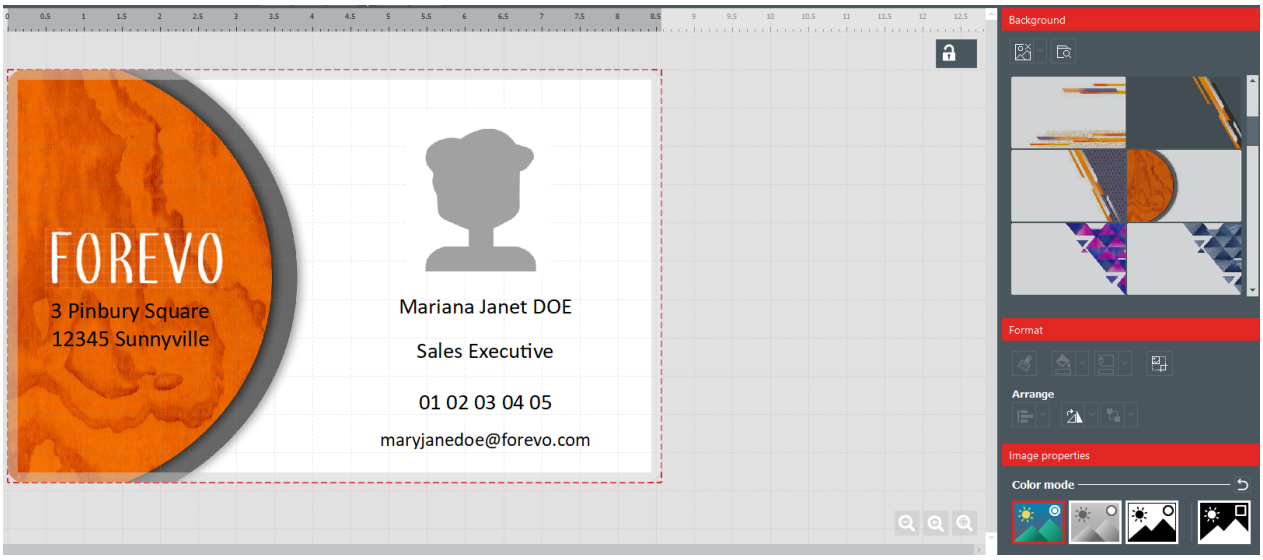
Step 2: From the list displayed, select the shape of your choice.
The new shape is added at the center of the document design.

Step 3: Edit the size and location of the shape as wished.

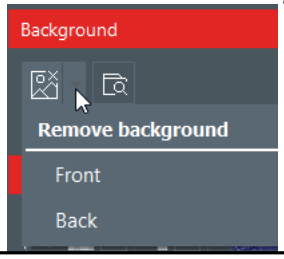
4.3 Editing the Document Background

The card background is managed as any other object on the document.

Step 1: Select the background on the document.
The parameters linked to the background are displayed on the right of the screen.



Step 2: The following actions are possible (formatting options and image properties):

Category	Features	Steps to follow
Background	Remove the front side of the background	Click on **Remove background**>**Front** 

Category	Features	Steps to follow
	Remove the back side of the background [PLUS Edition 50]	Click on **Remove background**>**Back**
	Remove both front and back sides of the background	Click on
	Change the background image (front/back sides)	Option 1: Browse through a click on the following button: - from the list displayed in Badge Studio, - or from any other location on your computer. Option 2: You may also directly click on the background images that are displayed. Make sure to choose back or front side thanks to the buttons displayed on the image. NOTE Make sure the image used has: - a compatible extension among the list displayed when you browse the file *.bmp *.cur *.dds *.gif *.icns *.ico *.jpeg *.jpg *.pbm *.pgm *.png *.ppm *.svg *.svgz *.tga *.tif *.tiff *.wbmp *.webp *.xbm *.xpm - a compatible ratio The background display changes as a new background image is selected.
Format	**Crop the image**	Click on **Format**>**Crop** and edit the image as wished. Click on **Crop**. The background display changes as soon as the cropping edition is finished.

Category	Features	Steps to follow
	Rotate the image	The following settings are available: - rotate the object right/left by 90° around the center of the object - flip the image according to a horizontal or vertical line - directly enter the angle of rotation of the object
Image Properties	Change the color mode	You may select the following options: - Original, - Greyscale, - Monochrome, - Negative
	Change the color adjustments	There are three types of adjustment: - saturation - brightness - contrast You may adjust each type from -100 to 100, by: - sliding the bar, - or by entering the digit directly in the field.
	Set the tolerance of the color	You may adjust the tolerance from -100 to 100, by: - sliding the bar, - or by entering the digit directly in the field.
Advanced	Do not print the background	Tick or untick the field, depending on the final card design that you wish to get.
	Change the item identification	By default, each item has an ID name starting by "ITEM". Enter a new ID name as wished, so that is it even more adapted to your document design and database. The item ID name corresponds to a column in your database. Thus, it is the same for all rows on in the database.
	Change the opacity of the background	You may adjust the opacity from 0 to 100: - by sliding the bar, - or by entering the digit directly in the field.
	Print or not the item	Tick or untick the field, depending on the final card design that you wish to get.

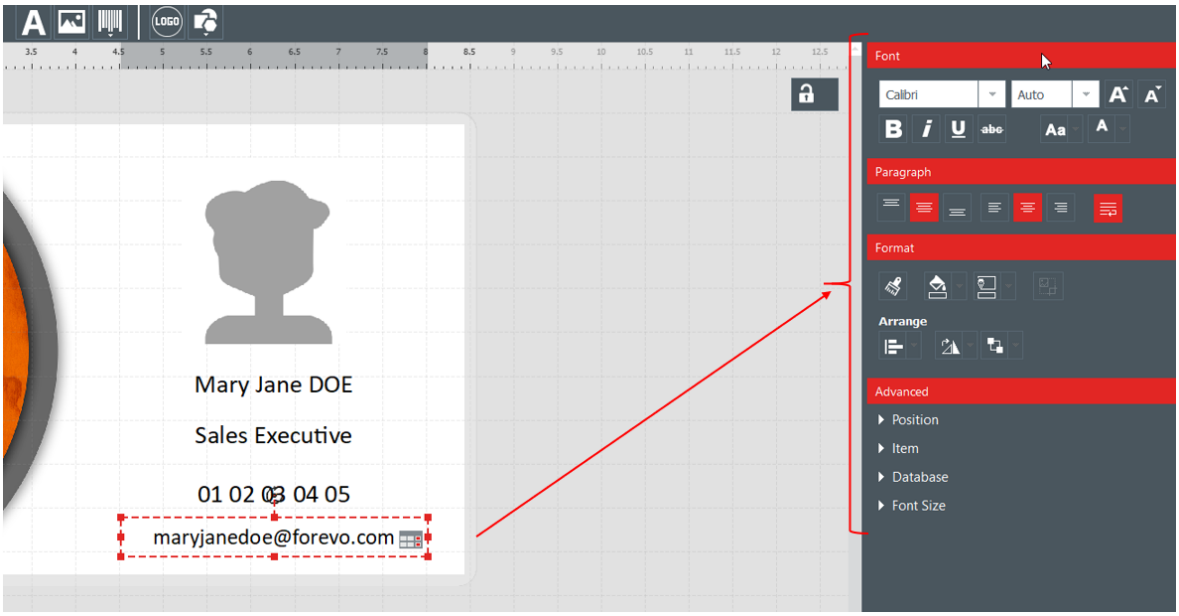
4.4 Editing Properties for a Document Object

This section describes the properties that are common to all types of objects.
For specific properties on barcodes and QR codes, refer to the corresponding sections.

Step 1: Select an object on the document design.

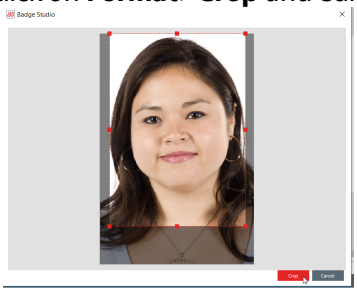
The properties are displayed on the right part of the screen.

NOTE **Properties** displayed on the right part differ on the type of object selected.

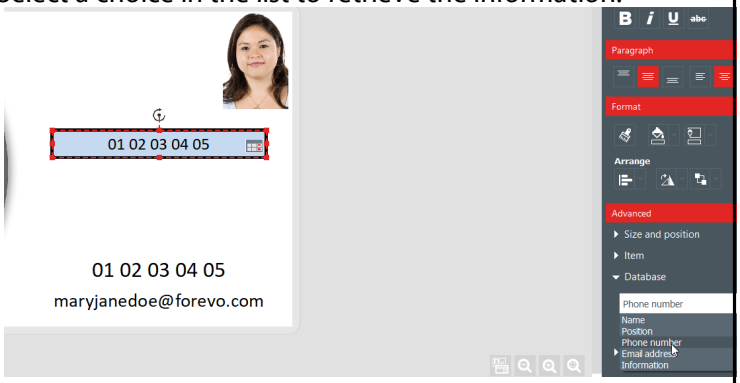


Step 2: From the right part, edit the properties as wished.

Category	Features	Steps to follow
Browse file (only for an image)	**Change the image**	Browse through a click on the following button: , from any other location on your computer. NOTE Make sure the image used has: - a compatible extension among the list displayed when you browse the file - a compatible ratio The display changes as a new image is selected.
Font (only for a text area)	**Change the font type and size** **Add bold, italics, underline or strikethrough** **Change the text case** **Change the font color**	
Paragraph (only for a text area)	**Change the position of the text area into its frame** **Set the automatic word wrap**	

Category	Features	Steps to follow
Format	**Format Painter** Use this button if you want to inject the color of the current object into another object.	For more details, please refer to section Reproducing Formatting From A Text Object 36.
	Change the filling color of the object	Refer to section Changing the Filling Color of the Object 37.
	Change the outline color of the object	Refer to section Changing the Outline Color of the Object 38.
	Crop the image	Click on **Format**>**Crop** and edit the image as wished.  Click on **Crop**. The image display changes as soon as the cropping edition is finished.
Arrange	**Alignment**	For more details, please refer to section Aligning Objects 36.
	Rotate	The following settings are available: - rotate the object right/left by 90° around the center of the object - flip the image according to an horizontal or vertical line (only if the selected object is an image) **Original Image** **Horizontally Flipped Image** - directly enter the angle of rotation of the object
	Order Objects	This feature is used to manage the superimposition of objects on the document design: - bring to front: the object is visible over all other objects - send to back: the object is under all other objects

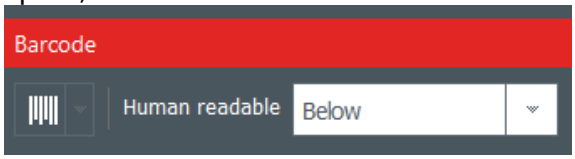
Category	Features	Steps to follow
		- bring forward: brings the object to the front, layer by layer (in case of various superimposed objects) - send backward: brings the object to the back, layer by layer (in case of various superimposed objects)
Image Properties (only for an image) Once you set a parameter in the image properties, you may choose to: - apply the new settings to all images on your document, - or only the current (selected) image. Undoing each setting in this category is possible.	**Color mode**	You may change the color mode through the selection of the following options: - Original, - Monochrome : use this feature for black and white images. **Logo printed with Original Color Mode** **Logo Printed with Monochrome Color Mode**
	Color Adjustments	You may adjust each type of adjustment (saturation, brightness, contrast) from -100 to 100, by: - sliding the bar, - or by entering the digit directly in the field.
	Set the tolerance of the color	You may adjust the tolerance from 0 to 100: - by sliding the bar, - or by entering the digit directly in the field.
Advanced: Double-click on the title to unfold the category	**Size and Position**	Select an object and change its size on the document (values are in mm) Select an object and change its start point position on the document (X and Y values are in mm) NOTE You may still use the mouse cursor to change manually the size and position of the object.
	Item	Change the item (or object) identification By default, each item has an ID name starting by "ITEM". Enter a new ID name as wished, so that is it even more adapted to your document design and database. The item ID name corresponds to a column in your database. Thus, it is the same for all rows on in the database.
		Change the opacity of the item You may adjust the opacity from 0 to 100: - by sliding the bar, - or by entering the digit directly in the field.

Category	Features	Steps to follow
	Lock or not the object	Tick the checkbox to lock the currently selected object. Locking the object enables you to prevent any other modification as long as the object is locked. If you want to unlock the object, untick the checkbox and edit the object as wished. You may also lock the design of the document globally. For more details, refer to section Locking the Current Document Design 41.
	Print or not the item	Tick or untick the field, depending on the final card design that you wish to get. This field enables you to customize the printing of your document design.
	Fit (only for an image)	There are two possibilities to fit an image into its frame: crop or shrink, depending on the display you want
	Database	This is the list of fields available in the database. Their information may be retrieved from the database and pasted on the currently selected object. Select a choice in the list to retrieve the information. 

4.4.1. Editing Specific Properties for a Barcode

Step 1: Select a barcode object on the document design.

Step 2: From the **Properties** pane, double-click on **Barcode** to unfold the category.

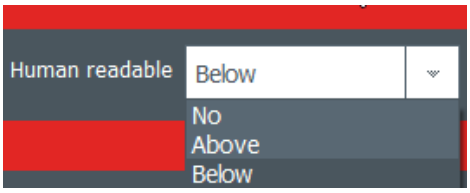


Step 3: You may now change the type of barcode.

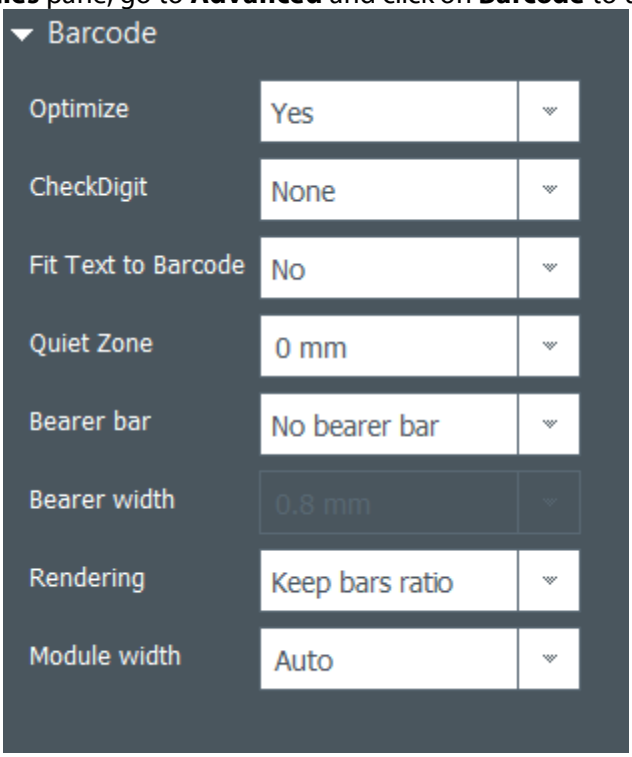
Select the type of barcode or click on **More options** to display the other types.

From the **Human Readable** field, select the setting you wish for the text located underneath:

- no readable text underneath,
- underneath text located below the barcode
- underneath text located above the barcode



Step 4: From the **Properties** pane, go to **Advanced** and click on **Barcode** to unfold the category:



Feature	Steps to follow
Optimize	Use this feature to optimize the quality, if necessary.
CheckDigit	This feature is used to make sure the barcode is correctly composed. The method of calculation depends on the type of barcode you are using.
Fit Text to Barcode	Use this feature to adapt the underneath text to the barcode size.
Quiet Zone	Use this feature to add a blank area or margin on either end of a barcode where no text, graphic or any other print should appear. Thanks to this empty space, the barcode reader does not pick up information that is not pertinent to the barcode.
Bearer bar	Horizontal and vertical bearer bars surround a barcode. They are sort of limits used to ensure an optimal reading by the scanner. You may select the type of bearer bars depending on the type of scanner that you use.

Feature	Steps to follow
Bearer Width	Select the width if you have applied bearer bars on the barcode (setting previously explained).
Rendering	Adapt the barcode to the size of the frame or keep the original ratio of the barcode.
Module width	Change the width of the barcode. You may also resize the frame (bounding rectangle) on the document design.

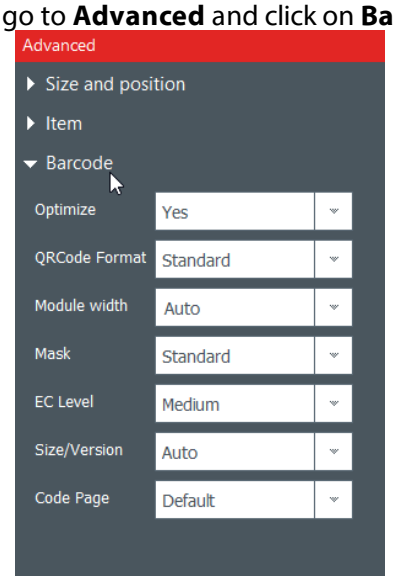
NOTE For more information on barcodes, please refer to the following document: https://www.tec-it.com/download/PDF/Barcode_Reference_EN.pdf

4.4.2. Editing Specific Properties for a QR Code

QR code (or Quick Response Code) is a type of 2D code that is computer-generated and includes black modules in a square pattern.

Step 1: Select a barcode object on the document design.

Step 2: From the **Properties** pane, go to **Advanced** and click on **Barcode** to unfold the category:



Feature	Steps to follow
Optimize	Use this feature to optimize the quality, if necessary.
QRCode Format	This feature is used to change the format of QR Code.
Module width	Change the width of the QR code. You may also resize the frame (bounding rectangle) on the document design.

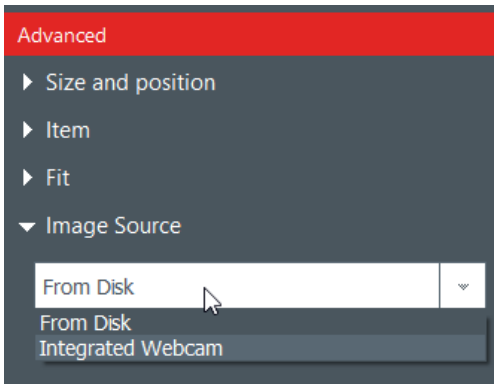
Feature	Steps to follow
Mask	Edit the mask of the QR code as wished.
EC Level	There are four levels of QR code: - level L (low): 7% of code words can be restored - level M (medium): 15% of code words can be restored - level Q (quartile): 25% of code words can be restored - level H (high): 30% of code words can be restored The higher is the EC level, the higher is the ability to correct errors.
Size/Version	Select the version that corresponds to the data capacity of your QR code.
Code Page	Edit the character encoding.

NOTE For more information on barcodes, please refer to the following document:
https://www.tec-it.com/download/PDF/Barcode_Reference_EN.pdf

4.4.3. Editing Image Source for a Logo

For the logo object, you have the possibility to change the image source of the logo: browsing from the disk or taking a capture through the integrated webcam.

Step 1: Go to the **Properties** pane displayed on the right, and click on **Image Source** to change it, and click on the **Save** button that is located on the top-left part of the main screen.



It is also possible to change the source of your logo through the database: right-click on the column header and select the **Data** source in the **Advanced** column settings window.

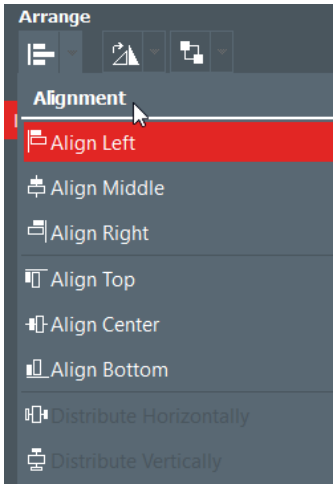
Step 2: Once the source of the image is changed, you can click on the browse button from the document design or from the object properties. The pop-up window displayed will depend on the source selection you made.

4.5 Aligning Objects

Aligning objects may be interesting if you want to have a symmetry on your design.

Step 1: Select several objects on the document design.

Step 2: From the **Properties** pane, click on the **Alignment** icon under the **Arrange** category. A drop-down list is displayed with various options:



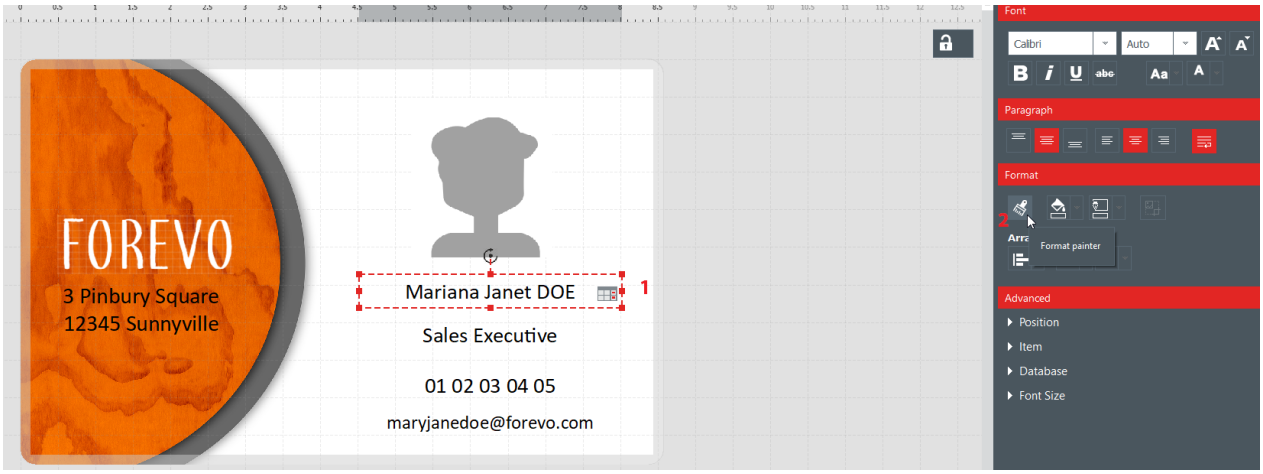
Step 3: You may want to align the current object horizontally or vertically in correspondance with other objects on the document design.

Lines are displayed on the document design to help you align the object in the best way.

4.6 Reproducing Formatting From A Text Object

Step 1: Click on the text object whose format you want to reproduce.

Step 2: Click on the **Format Painter** icon.

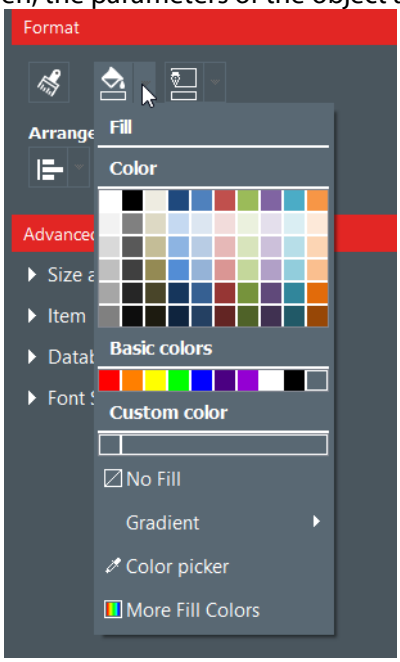


Step 3: Click on another object to apply the formatting on it.
The object is now displayed with the new format.

4.7 Changing the Filling Color of the Object

Step 1: Select an object on the document design.

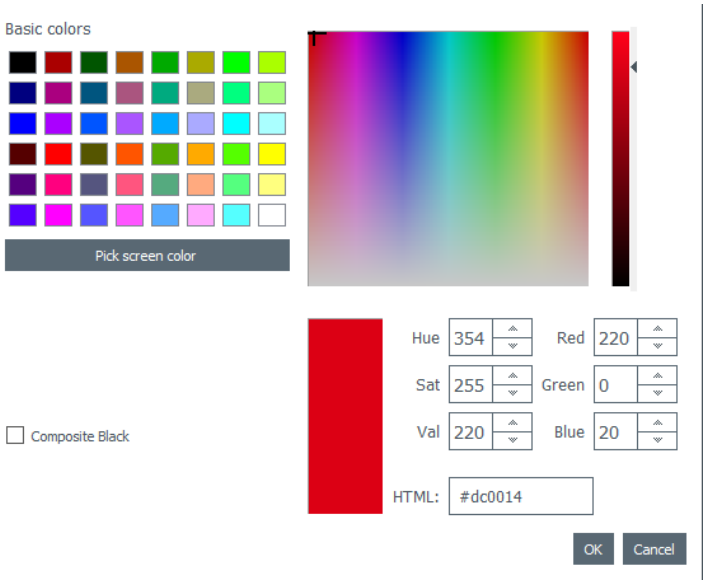
Step 2: On the right part of the screen, the parameters of the object are displayed. Go to **Format>Fill.**



Step 3: Click on a color to change the filling color of the object.

To select another color than the ones already displayed, click on **More Fill Colors**.

A window is displayed to help you choose another color in various ways:
- HSV (Hue Saturation Value) model,
- RGB (Red Green Blue) model,
- HTML color code



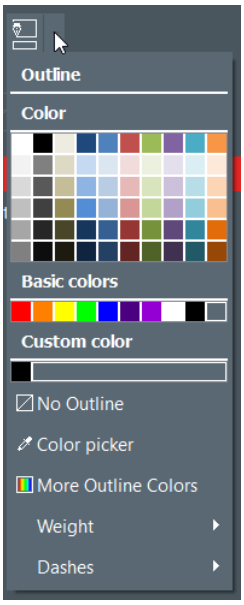
Use **composite black** if you do not want to use the pure black color, but a combination of cyan, magenta and yellow inks.

You may also change the gradient of the filling color:
- specify the type of gradient (lineal, conical or radial)
- define the starting point and the ending point and the color used for each field.

4.8 Changing the Outline Color of the Object

Step 1: Select an object on the document design.

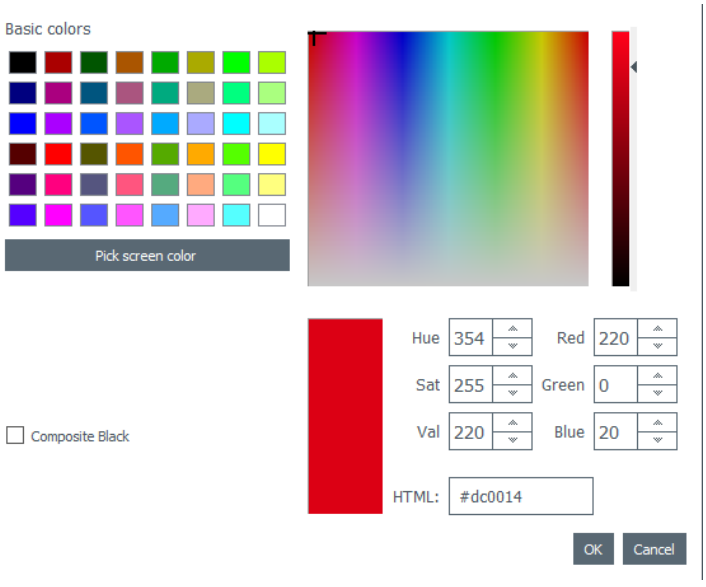
Step 2: On the right part of the screen, the parameters of the object are displayed. Go to **Format>Outline.**



Step 3: Click on a color to change the outline color of the object.

To select another color than the ones already displayed, click on **More Outline Colors**.

A window is displayed to help you choose another color in various ways:
- HSV (Hue Saturation Value) model,
- RGB (Red Green Blue) model,
- HTML color code



Use **composite black** if you do not want to use the pure black color, but a combination of cyan, magenta and yellow inks.
You may also change the outline weight and dashes.

4.9 Creating Several Documents with the Same Template

[PLUS Edition 50 feature] The database table located at the bottom of the screen can contain as many rows as wanted

There are various ways to copy a full template or part of its content.

Once all lines contained in the same printing batch are created, you can print various lines at a time (for more details, please refer to section Selecting several table rows to print) 43.

4.9.1. Copying the Background Template

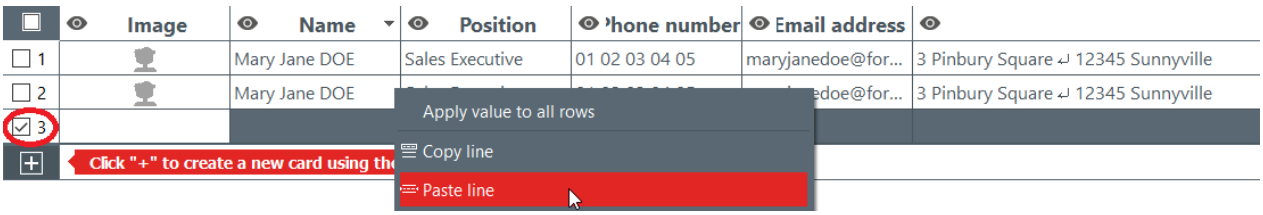
Step 1: Click on the + symbol. A new line is created, with the same background.

Step 2: Edit the objects and data on the design as desired.

4.9.2. Copying the Document Design

Step 1: Select a document design, right-click on it and select **Copy line**.

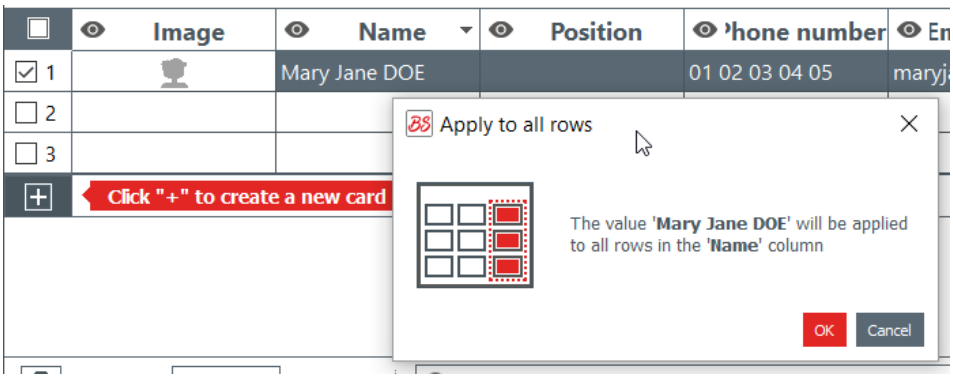
Step 2: Select one or various empty lines and right-click to select **Paste line**.



The values of the copied line are now displayed in the selected lines.

4.9.3. Copying the Value of an Object

Step 1: Select a line and right-click on a cell to display the field **Apply value to all rows**.



The value of the selected cell is applied to all the lines available in the table.

	Image	Name	Position
☑ 1		Mary Jane DOE	
☐ 2		Mary Jane DOE	
☐ 3		Mary Jane DOE	

4.10 Locking the Current Document Design

The lock feature allows locking objects on your document design, to make sure that no unwanted modification is made.

When the document design is locked, ilt is not possible anymore to edit the properties of any object and no new object may be added to the design.

NOTE Editing the values of the table located at the bottom of the screen is still possible. This information is also changed in the display of the document design. Printing is also possible.

Step 1: Click on the lock design button located at the top-right corner of the screen.

Step 2: To unlock the design, click on the **Lock design** button again.
With Badge Studio PLUS edition, it is possible to add a password to the document design locking. For more details, please refer to section Design Locking with a Password 69.

It is also possible to lock each object individually. For more details, refer to section Changing Properties for a Document Object 28.

4.11 Undoing/Redoing an Action in Badge Studio

Operations performed on the document or in the database can be undone:

- through the menu **Edit**> **Undo/Redo**
- from the parameters window, with the "undo/redo" arrows

5. WORKING WITH THE DATABASE

The database is located at the bottom of Badge Studio main screen.

It is composed of rows (also called lines or records) and columns.

5.1 Updating Information in Badge Studio

There are various ways to update the content of an object:

	From the card	From the database table
Text area	Click once inside the text area to edit the text	Double-click on the database table to edit the content
Image or logo	Step 1: Double-click on the image to browse another file on the computer Step 2: Click on the browse button: - from the upper-right corner of the image, - or from the properties area	Double-click on the database table to edit the content
Barcode	Click at the center of the barcode to edit it You may enter text and/or figures.	Double-click on the database table to edit the content

5.2 Selecting Several Table Rows to Print

Step 1: With your mouse, tick the checkbox next to the row numbering.

Step 2: Select the wished number of rows by:
- selecting the cells one by one and holding down the **CTRL** key,
- selecting the first line, pressing and holding the **SHIFT** key, and selecting the last line
- ticking the checkbox at the top-left of the table to select all lines of the table

5.3 Creating or Deleting a Row in the Table

To add a new line : select a line and click on +

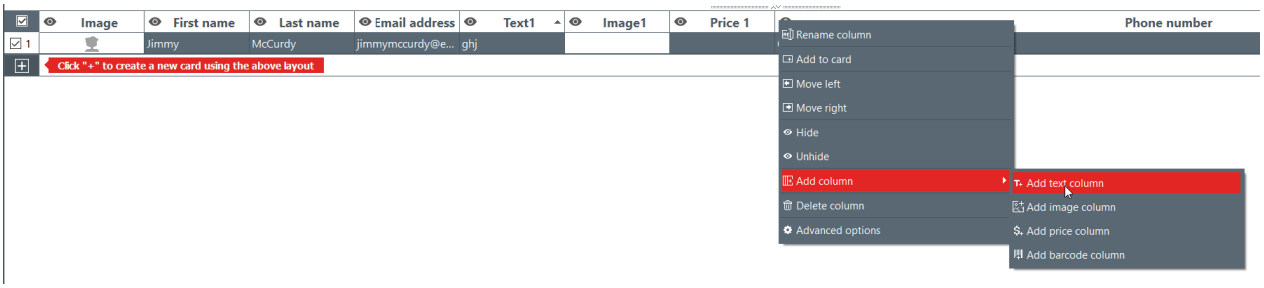
To delete a line: select a line and click on the dustbin icon

NOTE The limit of rows/records in the database is 20 for the STANDARD version.
When the limit is reached, an error message is displayed.
There is no limit of records for the PLUS version.

5.4 Creating a New Column in the Table

Adding a new object
When adding a text, image or barcode object to the document design, the corresponding column is automatically created in the database table

Creating a new column manually
Right-click on any row header, and click on Add Column to create a new text, barcode or a new image column to the table



A new column is added to the database table, but the object is hidden on the document.

NOTE

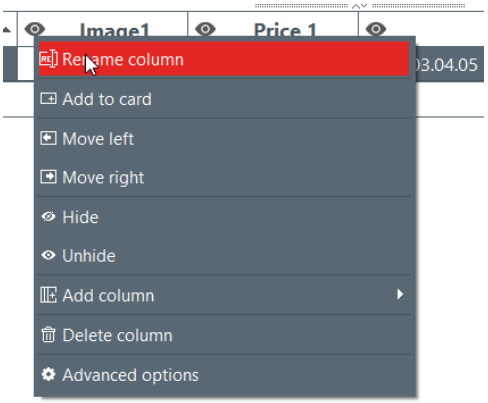
To show the object on the document:

- click on the eye symbol in the added column
- drag and drop the column header on the document design

You may then edit the object as wished.

5.5 Renaming a Document Column

Right click on the column header > **Rename column**.

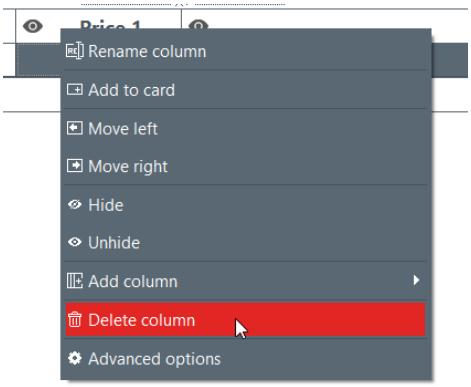


NOTE

It is not possible to change the type of the column.
It is only possible to rename the column.

5.6 Deleting a Document Column

Right-click on the column header> **Delete column**.



Deleted data cannot be recovered

5.7 Hiding a Document Column

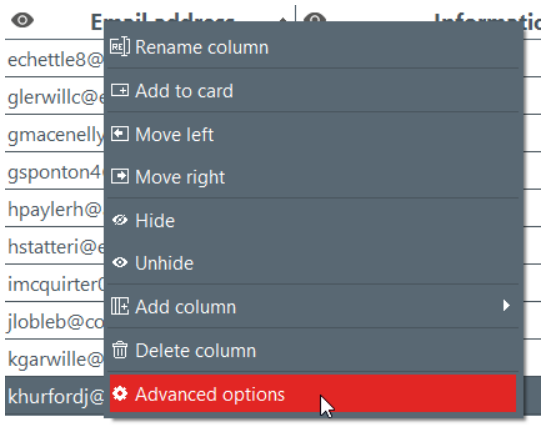
Step 1: Right-click on the column header>**Hide**.
The column in the table as well as the related object on the document design are not displayed anymore.

Step 2: To restore the hidden column, its data and card objects (with the same position and properties), right-click on the column header>**Unhide**

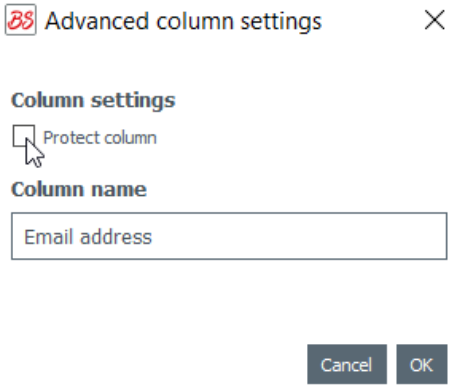
5.8 Preventing Changes on a Column

Use this feature to lock the database column and its object on the document design.

Step 1: Right-click on the header of the column. In the displayed menu, click on **Advanced Options**.



Step 2: The **Advanced Options** window is displayed. Tick **Protect column** and click on **Ok** to lock it.



NOTE You may also change the header of the column if necessary.

The locked column now appears covered with a transparent film on it and the lock icon is indicated in the header.

The information contained in the corresponding object on the document design cannot be edited. It may only be moved on the design.

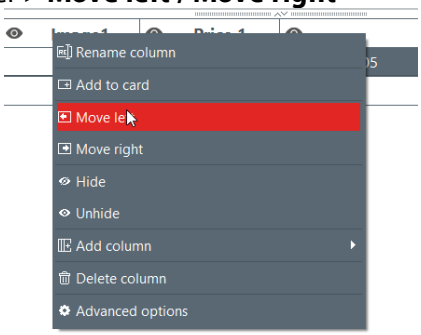
If you try to edit the information contained in the object, a pop-up message appears to inform about the protection of the column and the way to deactivate it.

Step 3: To deactivate the locking on the column, go back to the **Advanced Options** and untick the **Protect Column** checkbox.

5.9 Changing the Order of Columns

There are two ways to move a column right or left:

- right-click on the column header > **Move left / Move right**

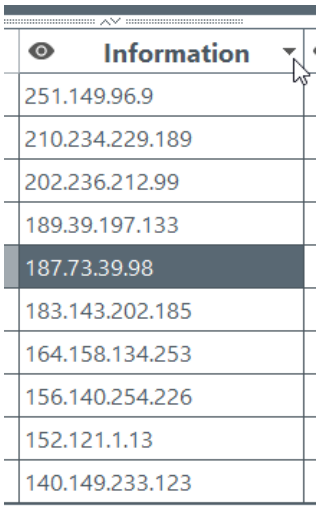


- click on the column header and drag and drop it right or left

5.10 Changing the Order of Rows

Step 1: Click on the header of a column to select it.

Step 2: Click on the arrow that is displayed on the right part of the header.

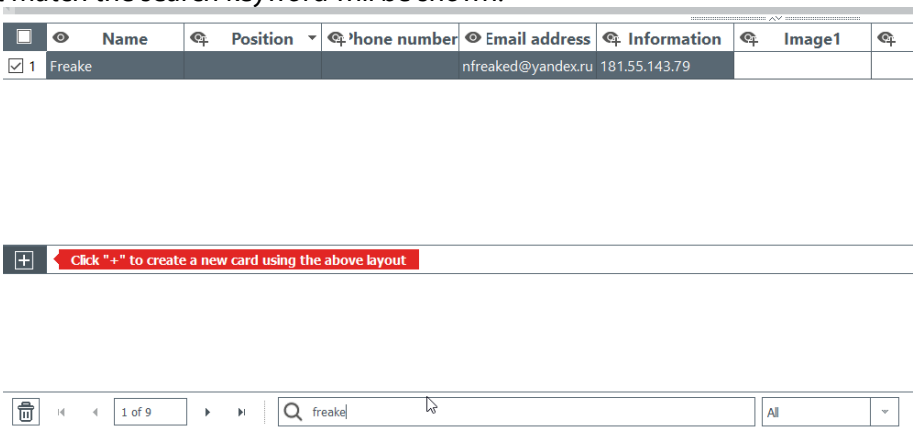


The lower row is now displayed at the top of the database.

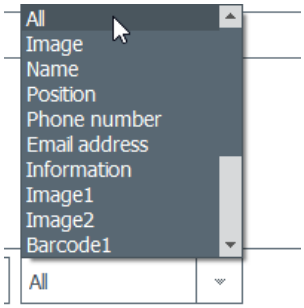
5.11 Searching for a Keyword in the Table

At any time, you may search for rows in the table by entering a keyword in the search field, located at the bottom of the database table.

Only rows that match the search keyword will be shown.



You may specify the filter if you need to limit the search to some cells:



5.12 Turning a Variable Object into a Fixed Object

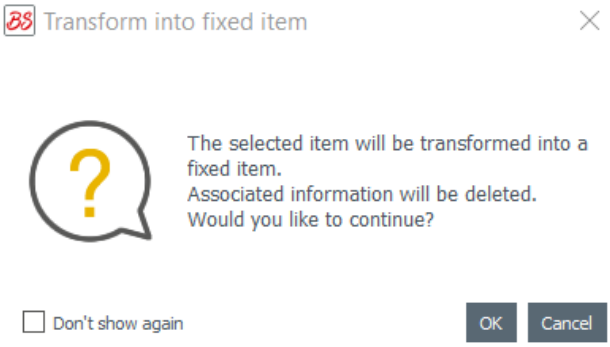
A variable field can be turned into a fixed field: the selected object is added to the design for all records of the database.

Any previously customized data in all other rows will be lost.
Make sure you want to apply the change to all rows

By default:
- the following fields are variable: image (except the logo type), text areas, barcode object
- the logo object is fixed

Step: Right click on a document object>**Transform into fixed text/image/barcode**

A window is displayed to confirm the transformation. Click on **OK** to confirm.



The related column in the database table is now deleted. The object may still be edited, but it will be the same for all rows.

Transforming a fixed field back into a variable object will create a new column: the current information will be duplicated to all rows.

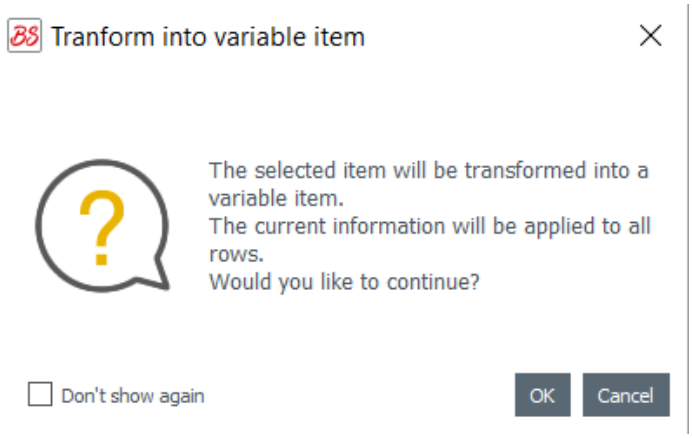
5.13 Turning a Fixed Object into a Variable Object

A fixed object can be turned into a variable object: a new column is added to the database, and the selected object is displayed in all cells of the column.

NOTE To customize your records, you will need to change the object in each of them.

By default,
- the logo object is fixed
- the following objects are variable: image (except the logo type), text area, barcode object

Step 1: Right click on a document object>**Transform into variable text/image/barcode**
A window is displayed to confirm the transformation. Click on **OK** to confirm.



A new column is added to the table, and the same object is duplicated in all rows.

The object may still be edited afterwards for each row.

6. PLUS EDITION

Using the PLUS edition of Badge Studio enables to perform more actions than those available with the STANDARD edition:

- import of a database from an external document (Excel-type of another Badge Studio document),
- management of duplicates when re-importing database information (Managing Duplicated Rows when Importing or Re-importing 67) 58
- display and edit the backside of the document
- protection of columns to avoid unwanted modifications,
- batch printing of dual-sided cards with a specific wizard (Printing Dual-Sided Cards with a Single-Sided Printer) 68
- design locking with a password (Design Locking with a Password) 69

There are various ways to upgrade your Badge Studio edition from STANDARD to PLUS:

- Upgrading Edition on your Current Computer 50
- Upgrading Edition For Another Computer 51

6.1 Upgrading Edition on your Current Computer

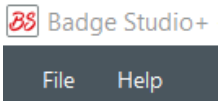
The upgrade from STANDARD to PLUS edition is possible in two configurations:

Case #1: You own a Badgy 200

As Badgy Print Center detects the type of printer, the PLUS edition is automatically upgraded on the software

Step 1: Connect your Badgy 200 printer to your computer, as explained in the User Guide provided with your printer.

Step 2: Launch Badgy Print Center. Badgy 200 is detected in the list of printers.

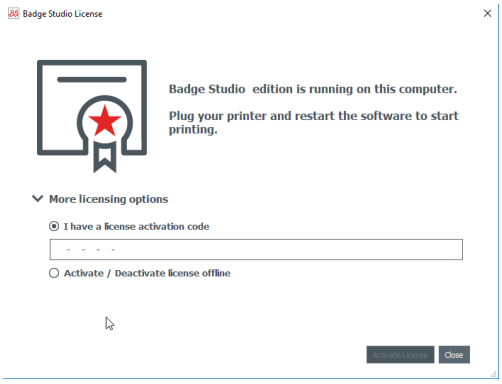
Step 3: Launch Badge Studio and check the edition name that is displayed at the top of the screen: 

You may also check that your license has been activated in **File**>**Badge Studio License**.

Case #2: You own a Badgy 100, you have a license activation code and an Internet connection

Step 1: From Badge Studio, go to **File**>**Badge Studio License**.

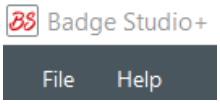
Step 2: Tick **I have a license activation code.**



Enter the key that is displayed on the activation ticket (provided by your reseller contact):

Example of Activation Code

The upgrade will be activated through an Internet connection.

Step 3: Check the edition name that is displayed at the top of the screen: 

You may also check that your license has been activated in **File**>**Badge Studio License.**

6.2 Upgrading Edition For Another Computer

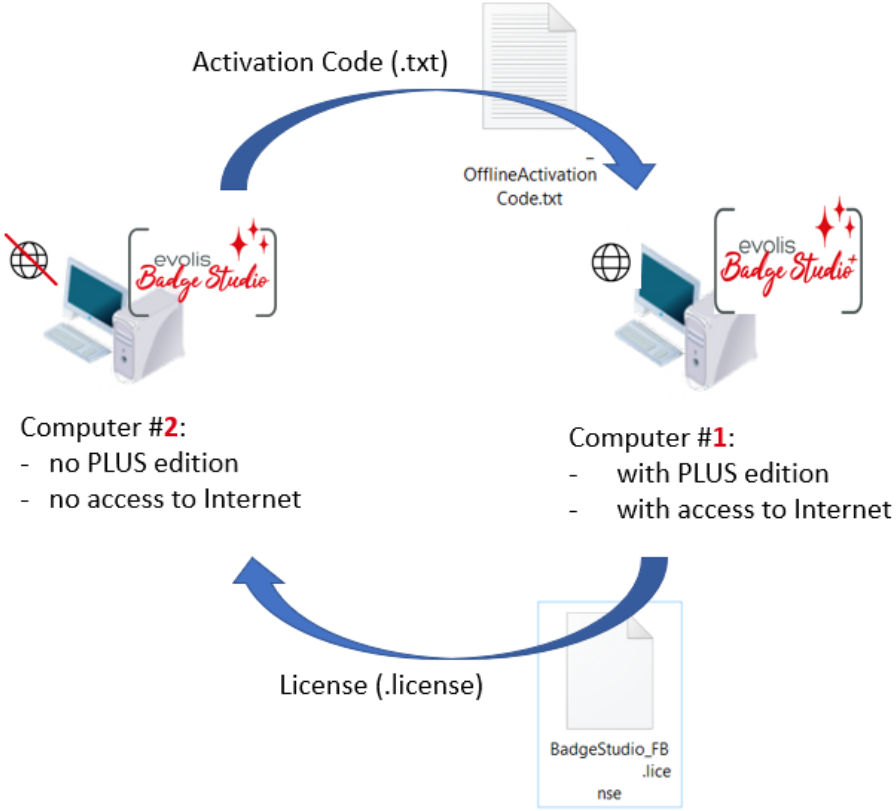
	The license activation code can only be used on one computer at a time.

The configuration is as follows:

- computer #1 is online (= access to Internet)
- computer #2 is offline (= no access to Internet)
- one USB stick is available

The objective is to export the license you currently have on computer #1, to be able to use it for a computer that is not connected to the Internet (computer #2).
Computer #1 serves as an intermediate as it can connect to the Cloud server in order to activate the license.

During the process, a transfer of files is made between the computers, as shown in the following scheme:



Please follow the next detailed steps to upgrade the PLUS edition on computer #2:

- Upgrade License: First Step 54
- Upgrade License: Second Step 55
- Upgrade License: Third Step 57

First Step: On computer #2

Computer #2:

- no PLUS edition
- no access to Internet

1. In wizard, « Activate license on this computer »
2. Generate the offline activation code (.txt file) and store it on a USB stick
3. Go to Computer #1 with the USB stick

(do not exit the wizard)

Second Step: On computer #1

Computer #1:

- with access to Internet

1. In wizard, « Activate license for an offline computer »
2. Import the .txt offline activation code and activate it on the Cloud
3. Store the generated .license file on a USB stick
4. Go to Computer #2 with the license file

Third Step: On computer #2

Computer #2:

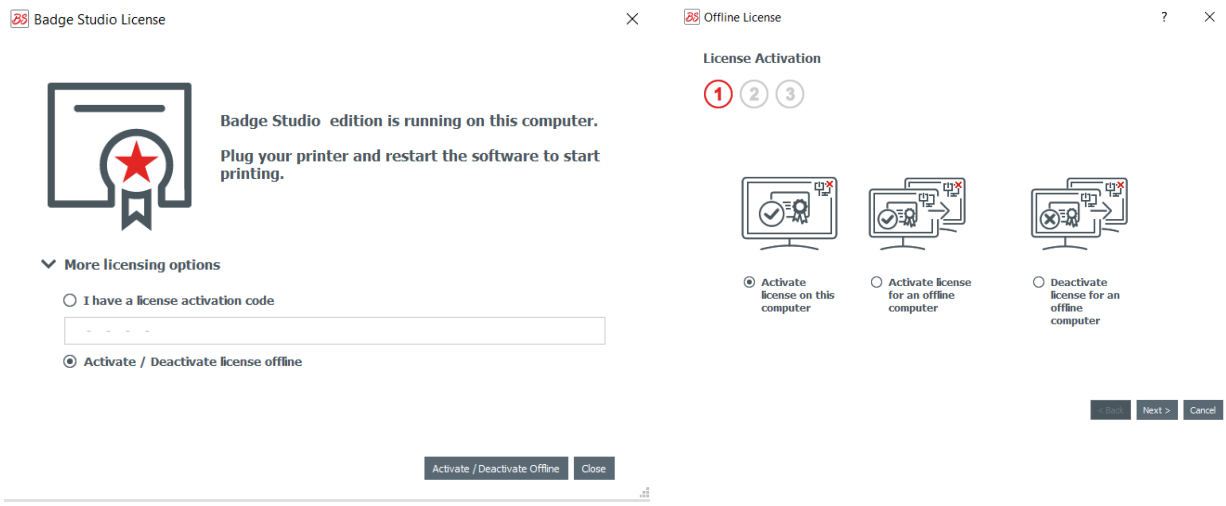
- no PLUS edition
- no access to Internet

1. In wizard, « activate license on this computer »
2. Import the .license file and activate it on the computer
3. License is successfully activated and the PLUS edition is now upgraded

6.2.1. Upgrade License: First Step

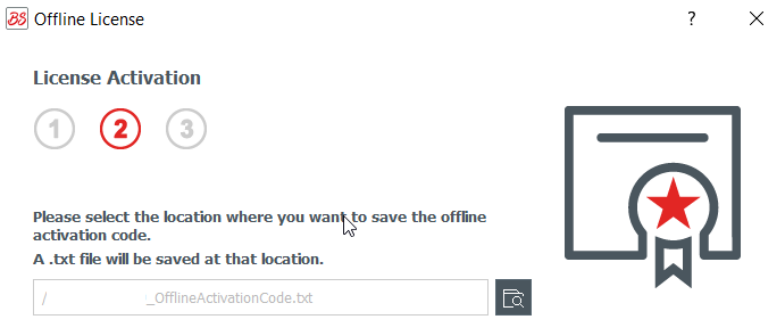
On computer #2
(offline computer)

Launch Badge Studio and click on **File**>**Badge Studio License**.
Click on **Activate/Deactivate license offline**>**Activate license on this computer.**



Click on **Next.** A .txt file is created.

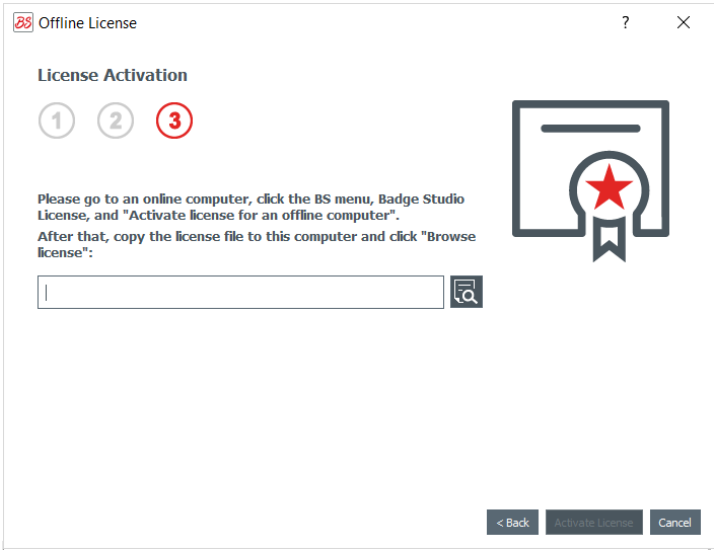
Select a USB stick to store your .txt file and click on **Next**.



You are now asked to go to computer #1 and follow the Second Step 55.

Retrieve the USB stick from computer #2 and plug it into computer #1. The USB stick contains the.txt file

OfflineActivation Code.txt

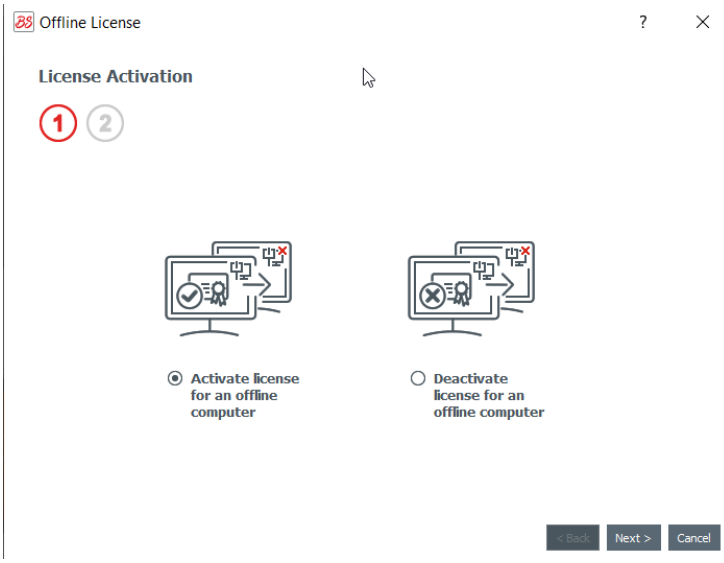


Do not exit the wizard on computer #2. You will need to go back to the last step after the action is finished on computer #1.

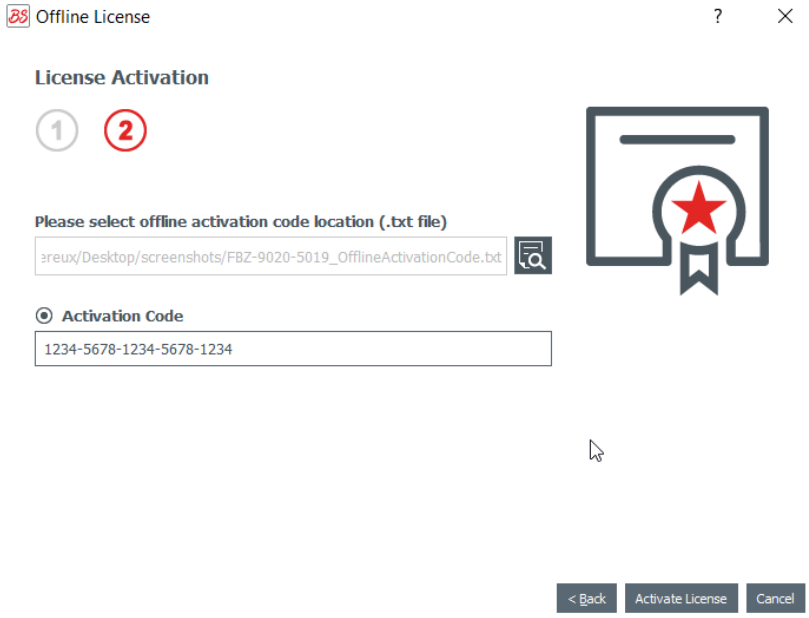
6.2.2. Upgrade License: Second Step

On computer #1
(online computer)

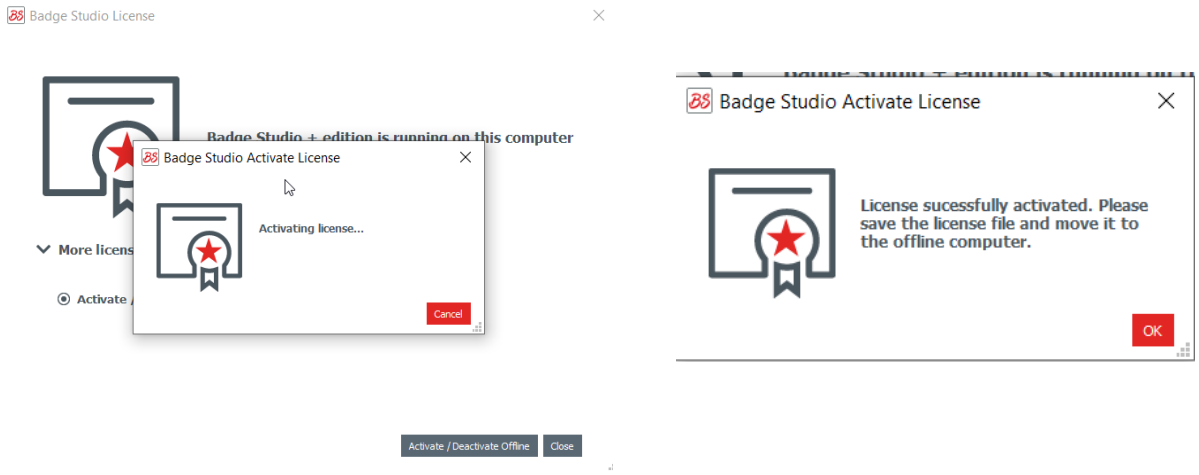
Launch Badge Studio and click on **File**>**Badge Studio License**.
Click on **Activate/Deactivate license offline**>**Activate license for an offline computer.**
Click on **Next.**



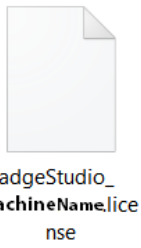
Plug the USB stick on computer #1.
In the first field, browse select the .txt file that you retrieved from computer #2.
In the second field, enter the activation code that was provided by your reseller contact and click on **Ok**.
Click on **Activate License**.



As computer #1 is connected to the Internet, Badge Studio now activates the license on Badge Studio dedicated Cloud server.



The wizard now asks you to store the .license file on the USB stick, to be able to use it on computer #2.



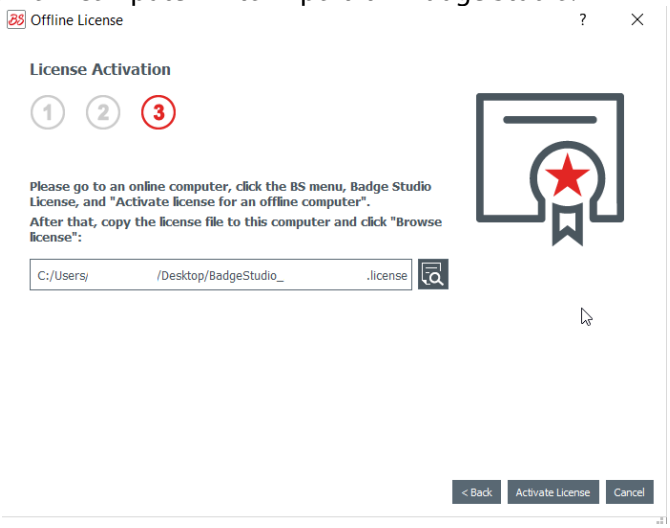
Retrieve the USB stick from computer #1 and plug it on computer #2.

6.2.3. Upgrade License: Third Step

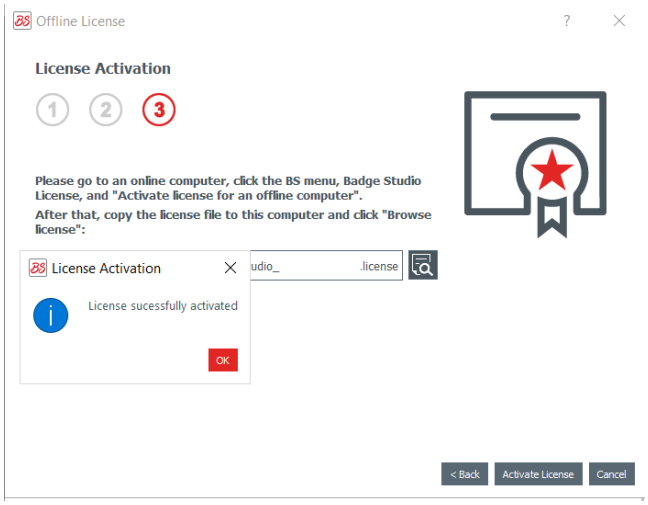
On computer #2
(offline computer)

The wizard is still open on "Activate license on this computer" window (see First Step 54).

Use the .license retrieved from computer #1 to import it in Badge Studio.



Click on **Activate License.**



The license is successfully activated on computer #2. The PLUS edition is now upgraded and the corresponding features are available.

6.3 Deactivating Badge Studio License

This action is performed on an online computer, as Badge Studio needs to connect to the license server through the Internet.

As a Badge Studio license can only be used on one machine, this feature is useful when you want to release the current license for another computer.

Step 1: From Badge Studio, go to **File**>**Badge Studio License**.

Step 2: Tick **Activate/Deactivate License** and click on **Deactivate License**.
Badge Studio connects to the license server in order to deactivate the license.

6.4 Importing Data to Your Current Document

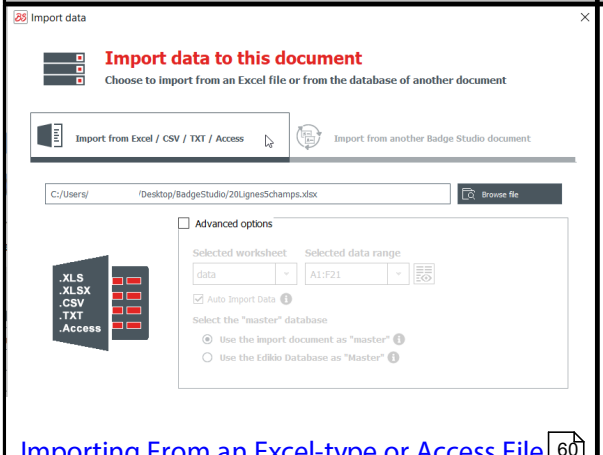
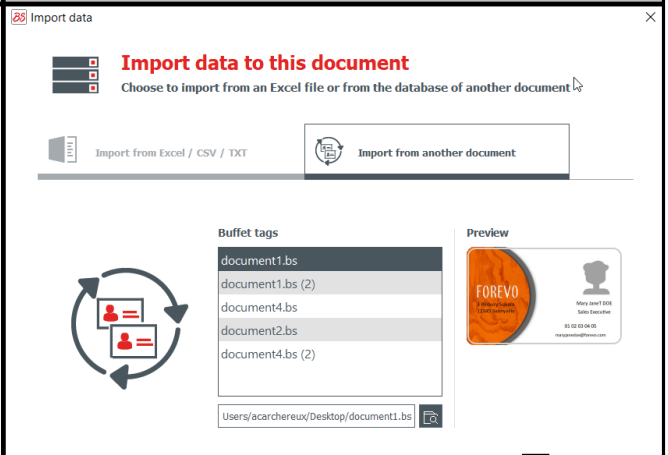
Importing data to your current document may be interesting if:
- you have already created a .xls/.xlsx/.csv/.txt/accdb file with a database to print your cards.

NOTE To know how to create your external database, please refer to the following sections:
- Preparing an Excel-type or Access File 60 or
- Preparing a .txt Database. File 61

- you want to retrieve data that were already included in another document made with Badge Studio

Step 1: Open the Badge Studio document (current document) in which you want to import the data.

Step 2: Go to **File**>**Import data.**
A window is displayed: **Import data to this document**. There are two choices:

1. Import from an external file	2. Import from another Badge Studio document
	
Importing From an Excel-type or Access File 60	Importing From Badge Studio File 59

6.4.1. Importing From Another Badge Studio File

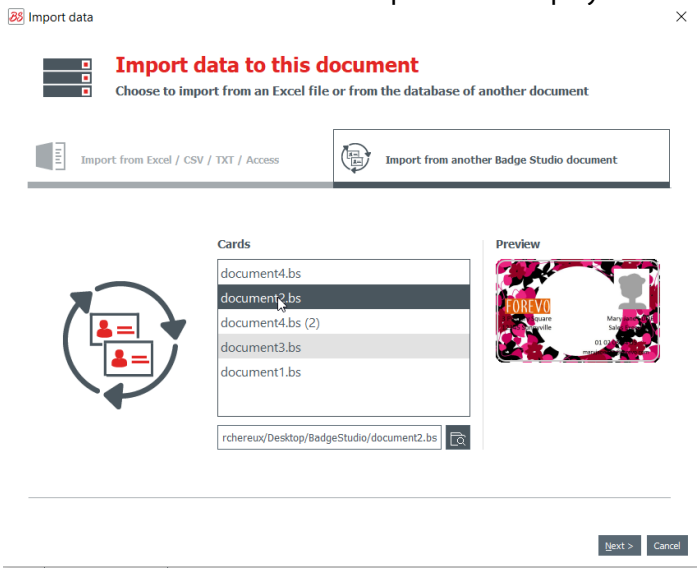
The objective of this feature is to import data from a source document (.bs document) in your target (or current) document.

Data that may be imported are all objects that are available on the document design (text area, images, barcode, logo, shape).

NOTE Importing background image is not possible.
Only the value of objects added to a document design are importable.

Step 1: Go to **File**>**Import data.**
Select Import from another Badge Studio document. The list of .bs documents stored on your computer is displayed.

Step 2: Click on the name of a document to select it. Its preview is displayed on the right:



Step 3: Click on **Next**.

A window is displayed to help you match the objects available in your target document with the document table information that is available in the source document.

For the next procedures, go to section Matching Columns and Importing 62.

6.4.2. Importing from an External Database

The external database may be an Excel/CSV/TXT/Access file.

If you want to import more than ten columns, please refer to section Importing More Than Ten Columns 67.

6.4.2.1. Preparing an Excel-type or Access File

The objective of this feature is to import data from a source document (Excel-type: .xls or .csv) in your target (or current) document.

Data that may be imported are all objects that are available on the document design (text area, images, barcode, logo, shape).

Step1: Prepare your database in an Excel or Access file.

Fill in the database as follows: name of columns on the top and values displayed under.

To add images:

In an Excel File	In an Access File
use the **Link** feature	use the **OLE object** feature

Examples:

	A	B	C	D	E	F	G	H	I
1	first_name	last_name	email	gender	ip_address	photo			
2	Sarah	Connor	s.connor@skynet.com	Female	192.168.1.1	Women\Woman_Black people A.jpg			
3	Claire	Tacquet	bibiche49@live.fr	Female	192.168.1;2	Women\Woman_Black people_smiling_A.jpg			
4	Ilsa	McQuirter	imcquirter0@msu.edu	Female	114.95.195.64	Women\Woman_Black people_smiling_D.jpg			
5	Godard	MacEnelly	gmacenelly1@360.cn	Male	68.78.20.38	Women\Woman_Caucasian.jpg			
6	Melania	Nester	mnester2@yale.edu	Female	165.72.139.232	Women\Woman_Caucasian_Blond_Smiling.jpg			
7	Rodolfo	Teager	rteager3@soundcloud.com	Male	146.22.93.32	Women\Women_Asian_smiling.jpg			
8	Rick	Clapham	rclapham4@yolasite.com	Male	9.192.83.32	Women\Woman_Generic.jpg			
9	Annabela	Allewell	aallewell5@mlb.com	Female	58.2.213.126	Women\Woman_Middle East_smiling.jpg			
10	Deeann	Jowle	djowle6@yelp.com	Female	92.124.247.17	Women\Woman_Multi nat.jpg			
11	Torr	Tue	ttue7@wikispaces.com	Male	11.0.200.5	Women\Woman_Middle East_smiling.jpg			
12	Renaud	Ridder	rridder8@blog.com	Male	112.72.99.10	Women\Woman_LATAM B.jpg			
13	Meredith	Kenworthey	mkenworthey9@digg.com	Male	221.2.150.1	Women\Woman_Caucasian_Tennis.jpg			
14	Angie	McGerr	amcgerra@last.fm	Female	79.166.19.69	Women\Women_Asian_B.jpg			
15	Jarrett	Loble	jlobleb@cocolog-nifty.com	Male	25.180.143.56	Women\Woman_Caucasian_Redhead.jpg			
16	Gian	Lerwill	glerwillc@example.com	Male	154.183.200.7	Women\Woman_Black People B.jpg			
17	Nolly	Freake	nfreaked@yandex.ru	Male	181.55.143.79	Women\Women_Asian.jpg			
18	Konstance	Garwill	kgarwille@businesswire.com	Female	46.91.193.56	Women\Woman_Multi nat B.jpg			
19	Ase	Gates	agatesf@amazon.com	Male	68.56.214.142	Women\Women_Asian_B.jpg			
20	Waneta	Fullalove	wfullaloveg@ftc.gov	Female	158.144.163.168	Women\Woman_Caucasian.jpg			
21	Ilsa	McQuirter	imcquirter0@msu.edu	Female	114.95.195.64	Woman_Asian B.jpg			
22									

Example of Excel File

Employee ID	Supervisor ID	Last Name	First Name	Position	Birth Date	Hire Date	Home Phone	Extension	Photo	Notes	Reports To	Salary	SSN
1	5	2018-09-29	Sonia	Sales Representative	08/12/1972	29/03/1991	(206)555-9857	5467	(BLOB)	(MEMO)	2	40000	913427512
2		Fuller	Andrew	Vice President, Sales	19/02/1969	12/07/1991	(206)555-9482	3457	(BLOB)	(MEMO)		90000	751513641
3	5	Leverling	Janet	Sales Representative	30/08/1971	27/02/1991	(206)555-3412	3355	(BLOB)	(MEMO)	2	33000	654238712
4	5	Peacock	Margaret	Sales Representative	19/09/1973	30/03/1992	(206)555-8122	5176	(BLOB)	(MEMO)	2	35000	646820126
5	2	Buchanan	Steven	Sales Manager	04/03/1975	13/09/1992	(715)554-8485	3453	(BLOB)	(MEMO)	2	50000	954421324
6	5	Suyama	Michael	Sales Representative	02/07/1963	13/09/1992	(715)557-7737	428	(BLOB)	(MEMO)	5	30000	963126546
7	5	King	Robert	Sales Representative	29/05/1972	29/11/1992	(715)555-5985	465	(BLOB)	(MEMO)	5	37000	754643213
8	5	Callahan	Laura	Inside Sales Coordinator	09/01/1974	30/01/1993	(206)555-1189	2344	(BLOB)	(MEMO)	2	45000	321264242
9	5	Dodsworth	Anne	Sales Representative	27/01/1976	12/10/1993	(715)554-4442	452	(BLOB)	(MEMO)	5	35000	422121552
10	2	Hellstern	Albert	Business Manager	13/03/1968	01/03/1993	(206)555-4869	7559	(BLOB)	(MEMO)	2	60000	644564135
11	10	Smith	Tim	Mail Clerk	06/06/1973	15/01/1993	(206)555-3857	6261	(BLOB)	(MEMO)	3	18000	215554113
12	10	Patterson	Caroline	Receptionist	11/09/1979	15/05/1993	(206)555-3480	1411	(BLOB)	(MEMO)	3	25000	244122584
13	2	Brid	Justin	Marketing Director	08/10/1977	01/01/1994	(808)383-1662	377	(BLOB)	(MEMO)	2	75000	322412002
14	13	Martin	Xavier	Marketing Associate	30/11/1975	15/01/1994	(886)243-5389	380	(BLOB)	(MEMO)	13	50000	640055400
15	13	Clark	Dennis	Engineer	09/12/1970	01/02/1994	(880)901-6822	376	(BLOB)	(MEMO)		45000	322698901
999	1	Silva	Jorge	JorgeSilva					(Blob)	(Memo)	0	0	

Example of Access File

You may add as many columns as necessary. If some columns are not already available in the target document table, they will be added.

Step 2: From Badge Studio, click on **File**>**Import data**. From the window displayed, click on **Import from Excel/CSV/TXT/Access.**

A window is displayed to help you match the objects available in your target document with the document table information that is available in the source document.

For the next procedures, go to section Matching Columns and Importing 62.

6.4.2.2. Preparing a .txt Database File

To build a database in a .txt file, the user needs to follow specific rules that are very different from the ones used in an Excel file, for example.

NOTE In a .txt file, you may add text fields only (images cannot be added to the file).

Step 1: As the .txt file does not already contain columns nor rows, you will need to use a figure (1, 2, 3, etc.) in front of each row and a "delimiter" between the fields (= columns).

If no delimiter is detected by Badge Studio, the import cannot be done correctly.

You may also write the file using an encoding standard: UTF-16, ISO 8859-1, KOI8-R, KOI8-U or UTF-8.

Example of .txt file

Step 2: From Badge Studio, click on **File**>**Import data**. From the window displayed, click on Import from another Badge Studio document.

A window is displayed to help you match the objects available in your target document with the document table information that is available in the source document.

For the next procedures, go to section Matching Columns and Importing 62.

6.4.3. Matching Columns and Importing

You are now in the **Document Information Matching** wizard and you have selected the type of file that you want to import.

Step 1: Click on **Browse file** to open the file explorer.

Step 2: From the **Advanced** options, you can do the following actions:

Excel or Access-type file:

Feature	Steps to follow
Selected data range	You may view the rows and columns you want that will be included in your database. Click on the Preview button to check the rows and columns in your external database.

.txt file:

Feature	Steps to follow
File encoding	There are various possibilities to write your .txt file. If you are familiar with encoding standards, you can choose among the following: UTF-16, ISO 8859-1, KOI8-R, KOI8-U, UTF-8. If you are not familiar with those languages, select **Auto** and use a delimiter between the columns.
Field delimiter	Various delimiters are accepted, as listed when you display the field delimiter. Select **Auto** if you have correctly written your file in the selected language, or if there is no doubt on the delimiter used in the file. Select a specific delimiter if you have used various symbols in your file that may be delimiters. In this case, you need to define the delimiter that will be the one separating your columns.

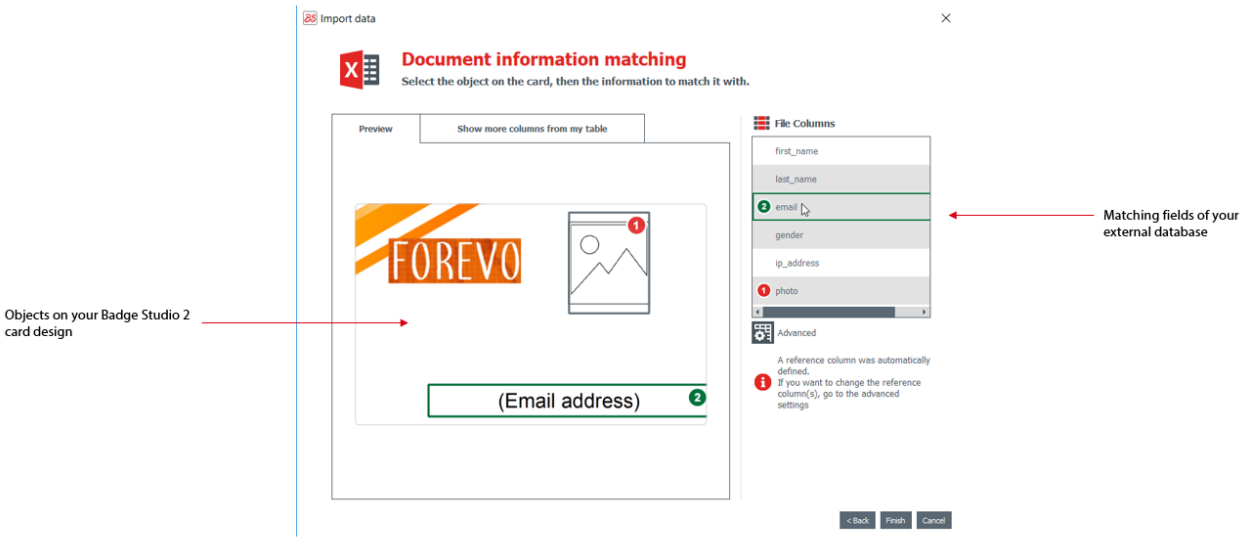
Step 3: Manage the auto-import settings.
The "auto-import data" feature is used to automatically update or not Badge Studio internal database according to the external one.
Once you have ticked the **auto-import** field, you need to choose the database that is going to be the "master".
The "master" database is going to be the "referee" in case of duplicates: automatic rules are applied; the user does not need to make a choice.

Features	Use Case
Use the import document as "master"	1. your "master" database is the external one 2. you have imported an external database into your current Badge Studio document, 3. in the external database, you change a value 4. the value is automatically updated in the internal database (no need to re-import the external database in Badge Studio)
Use the database as "master"	1. your "master" database is the internal one contained in the current Badge Studio document, 2. you have imported an external database into your current Badge Studio document, 3. in the external database, you change a value: > if the value is not a duplicate, then it is updated in the internal database > if the value is a duplicate, then it is not updated in the internal database (as it is the "master" one)

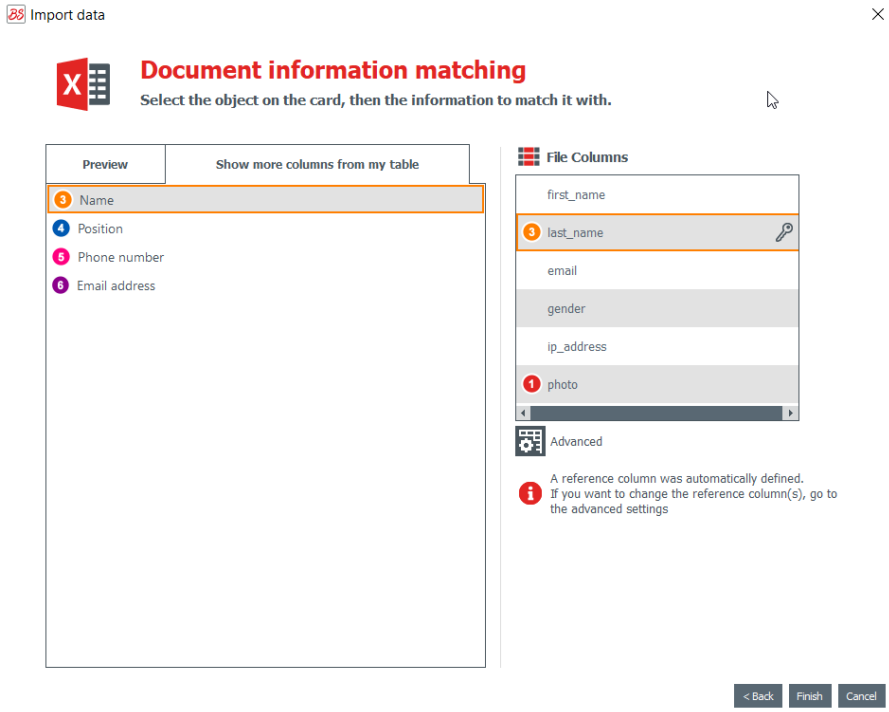
NOTE After modifying the external database, there is no need to close the file.
Save the external file. Badge Studio internal database will be automatically updated.

Step 4: Click on **Next** to match the database of your current Badge Studio document with the external database you just created.

To match a target object to the source information, select the object on the preview of the target document, and then select a column from the external database in the list of **File Columns**.
When an object was assigned a column from the source document, the colored number visible on the preview of the target document is also displayed before the name of the column from the source document.



If you need to import more columns from the external database, click on **Show more columns from my table.**

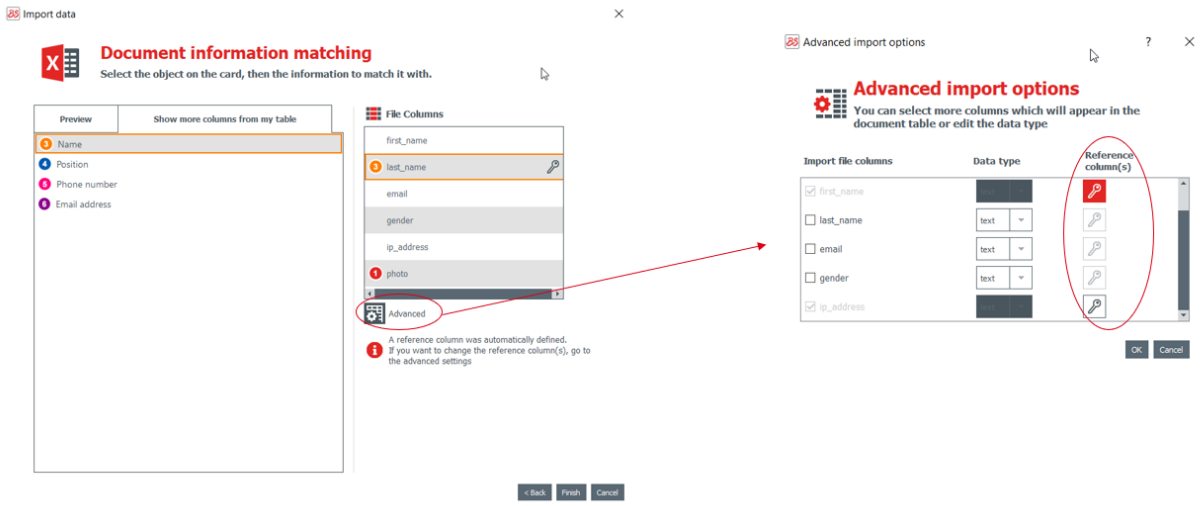


At this point, you may also click on **Advanced** to assign a reference key to a selected column. By default, at least one reference has to be assigned.
Assigning a reference key enables to define a row as precisely as possible, so as to avoid duplicates. A reference column cannot be duplicated in the database.

When editing the **Advanced** properties, you will be asked to mark at least one selected field as a "reference column", through a click on the key icon.

If no column is marked as a reference column, no data will be imported in Badge Studio database.

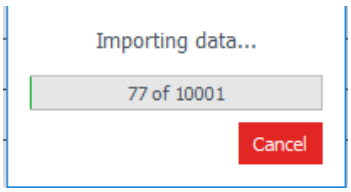
A reference column has various characteristics:
- it contains text elements only (an image column cannot be marked as a reference column)
- at least one reference column is compulsory to import a database
- its values are filtered in the alphabetical order in the database
- its values are compared by the software, in order to avoid duplicates
- its values will update or not the internal database, depending on the option selected in the "auto-import data" field



NOTE For more information on the management of duplicated rows, refer to section Managing Duplicated Rows when Re-Importing Database Information in Badge Studio 67

Step 5: Click on **Finish** to start the import process.

The import may take several minutes, depending on the number of values imported. For example, the import of an Excel file that contains 10,000 values takes approximately 5 minutes.



When the import is finished, a window is displayed:
- the number of records imported
- the number of records updated for those that already existed in Badge Studio document

6.4.3.1. Importing More Than Ten (10) Columns

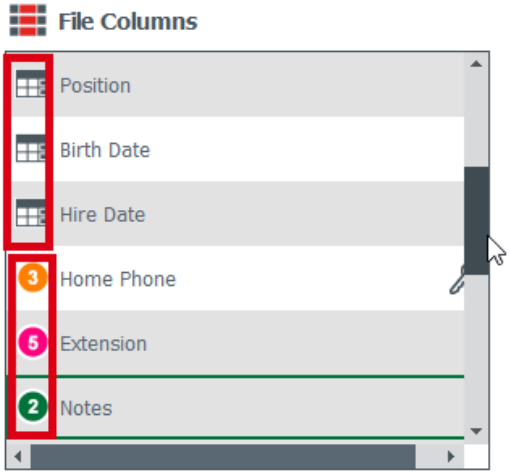
If your external database contains more than 10 columns, specific steps must be followed in order to import all columns in Badge Studio.

Step 1: In the **Import data** wizard, select the external database that contains more than 10 columns.

Step 2: Match the corresponding columns in your external database with the graphical objects on the document.
To avoid overloading the preview of the document in the **Import data** wizard, a maximum of ten objects on the document may be matched with the columns of your external database.

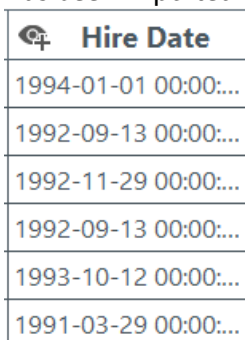
Step 3: For the remaining columns (starting from the 11th one), it is necessary to tick each of them in the

window.



Columns that match with the objects on the card are assigned a colored number.

Columns that will be added in the internal database only are assigned with a database icon.

Step 4: Once the external database has been imported in Badge Studio, the columns imported in the database only are shown as hidden 

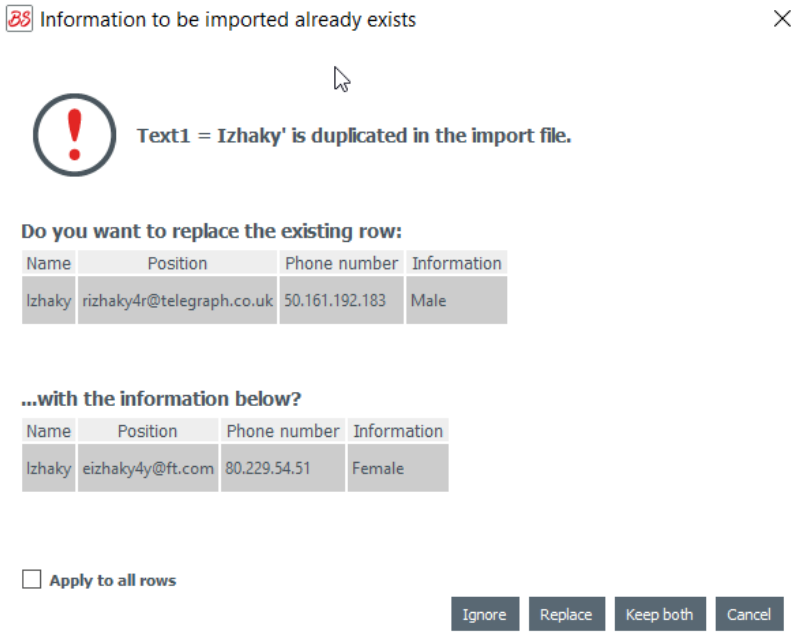
Click on the eye button to display them as an object on the document.

6.4.4. Managing Duplicated Rows when Importing or Re-importing

When importing or reimporting database information, some rows may be duplicated (one or all values of the row).

A duplicate row may be encountered in two situations:
- during the import,
- during a reimport of the same file

If an imported row contains the same value in a column previously selected as a reference column (=marked with the key symbol), Badge Studio displays a warning about a possible duplicate.
For example, if the user selects the "Name" column as a reference column, an information window will occur each time an already-existing name is detected.



When a row includes various reference columns that have the same values are already existing in the internal database, the user will be asked to select one of the following choices:
- **ignore the new row**: the row is not imported because it is considered as a duplicate,
- **replace**: the imported values replace the existing ones,
- **keep both**: a new row is added as a duplicate in the database,
- **cancel**: skip modifications of the database and exit the import process

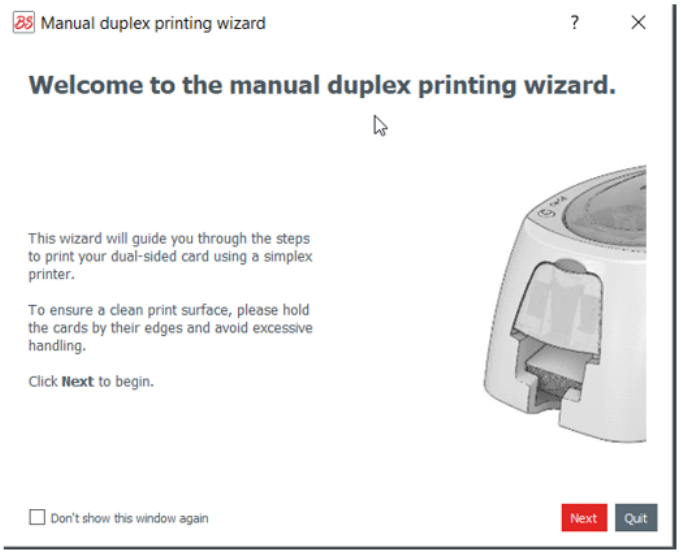
6.5 Printing Dual-Sided Cards with a Simplex Printer

Badge Studio allows printing dual-sided cards using a simplex printer (Badgy100 and Badgy200).
This feature is available with the PLUS edition of Badge Studio. For more details on the edition ugrapde, refer to section Upgrading Edition on your Current Computer 50.

To print both sides of the card, you need to perform the following steps:

Step: From the Printing window, click on **Print**.

A wizard is displayed to help you in the procedure.
Please follow it carefully to get the adequate printing result.



1. The wizard prints all front sides of cards
2. The user is asked to flip the cards and insert them in the printer
3. The back sides of cards are printed

NOTE A tutorial is also available on www.badgy.com for more information.

6.6 Design Locking with a Password

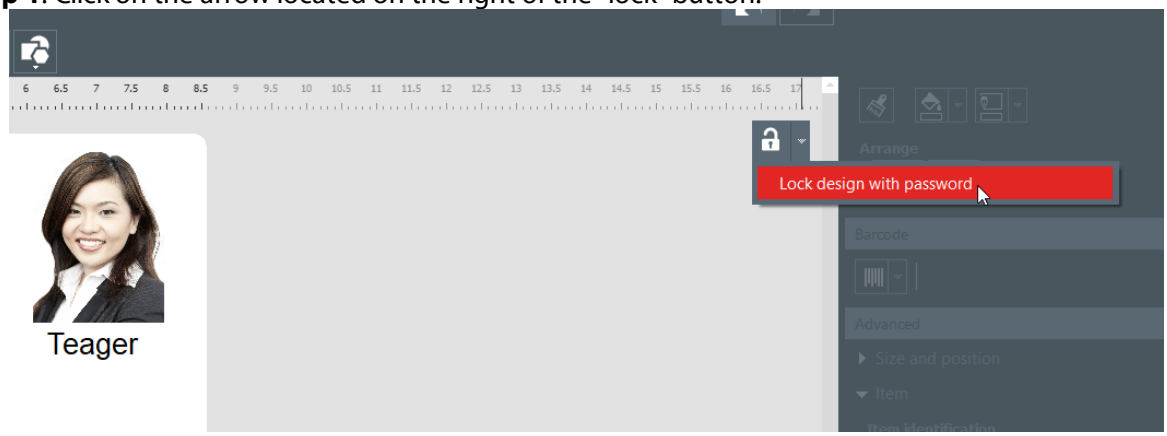
The design locking feature is available in the STANDARD version of Badge Studio.

However, design locking with a password is only available in the PLUS version.

The lock feature allows locking objects on your document design, to make sure that no unwanted modification is made.
When the document design is locked, it is not possible anymore to edit the properties of any object and no new object may be added to the design.

NOTE Editing the values of the table located at the bottom of the screen is still possible. This information is also changed in the display of the document design. Printing is also possible.

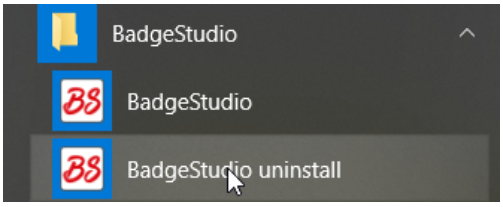
Step 1: Click on the arrow located on the right of the "lock" button:



Step 2: The Lock with password pop-up is displayed. Enter a password in the corresponding fields and click on **Ok**.
The design is now locked.

Step 3: To unlock the design, click on the lock arrow>**Disable password protection**. Enter the password and click on **OK**.

7. UNINSTALLING BADGE STUDIO

On a Windows computer	On a MAC Catalina OS computer
From Windows **Start** menu, go to **BadgeStudio** folder and click on **Uninstall**.  You are then asked to: - repair the software: you will be able to start and use the software again - remove the software: the software is uninstalled from your computer	Throw Badge Studio in the recycle bin. You will then need to delete the configuration files and the list of documents manually.