

### Simply ID® Software

- \*Open the Simply ID box and read the Simple Tips Installation Guide Manual.
- \*Insert the Simply ID software CD into your CD Drive.
- \*Follow the installation Instructions. Your serial # is located on the front of the Simple Tips Manual.
- \*Finish installing the software.
- \*Software updates are located at [www.simplyid.com](http://www.simplyid.com)

### Digital Camera

- \* Read your camera installation instructions and plug your camera into your PC based on install.

### PVC Card Printer

- \*Insert the CD software driver that came with the printer into your CD Drive. After you have installed the driver plug the printer cable into the parallel port or USB port depending on your printer and cable.
- \*Go to start/settings/printers. Right click and make sure the printer is set to the default printer.
- \*Right click the specific printer in start/settings/printers and click properties. Set the page layout to landscape if you are going to be printing landscape cards. A test page can be printed at this area as well. If a test page does not print then the printer is not installed properly.

### Database & Card Setup in Simply ID

Click View/Display Tags from the menu bar and change the field labels of the database if you desire or leave them the same. For example: if you want to change First Name to Employee # for the data entry screen.

To design a card click file/new card choose Standard CR 80 (Edge to Edge), Landscape (Choose portrait if you will be printing Portrait cards, you will need to set your printer up as portrait by going to start/settings/printers/and adjust for that printer), 1 card per page, (If you have a dual sided printer check print both sides or a magstripe encoder check that as well) click ok, check the fields you want on the card (also check picture 1 last field for the picture). Click ok. We recommend adjusting the size of the picture box by clicking on the edges and expanding. It may look distorted but prints out different. To adjust properties color/font of items **double click that item to change properties** like font, color, to setup the magstripe by double clicking it, etc.. To add more items to the card click on the card (blank area) and double click or choose from insert menu. For example adding your logo use insert image then double click the box and find your logo (BMP or JPEG) We recommend a low resolution logo like 500k or less so it does not slow you down on printing. Adjust the box size, again the image may look distorted but should print ok. Click File/save card as and name it something like test.

### Adding records

Click the A button on the tool bar enter data info on the left side like first name etc... To take their picture click the picture viewer button on the tool bar. Double click Pic 1, select import image. Find the folder where you have saved your images from the camera and double click the image that you want to place for that record. Now it will transfer to Pic1 and be stored with that data record.

Repeat the process above to add records.

We recommend adding a few records.

To view the card click the card designer button on the toolbar.

### Printing

Go to the first record in the database by clicking somewhere on left side of data screen then from the menu bar record/first record. If it is grayed out then you are on the first record or you need to click on left side of screen. Click file/print options and check enable batch mode and choose how many records you want to print. You do not need to do this if you are printing one card at a time. This only works for single sided printers. Click file print.

To print the next record go to that record and click file/print. Repeat for each record.

**Note: Please read the Simple Tips Installation Guide before attempting to operate the entire system.**

\*Specifications can change without notice and some components mentioned may not be fully supported.

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