



Simply ID Laminate Card System Installation Tips

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

Digital Camera

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

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 (or use CR 80 Edge to Edge if you are using our 2 cards per page paper), Landscape, 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** and choose font, color 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 2 records if you are using our 2 up paper

Click the A button on the tool bar enter persons 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 and find the image on your CPU. Click ok.

Repeat the process above to add records.

We recommend adding 2 records so you can line up the 2 cards per page.

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

Printing if you are using 2 cards per page

*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** check show card outline (uncheck this when you are done using the outline as a guide to line up with the 2up card paper). Click OK. This print options section is where you will need to change the margins to line up with your printer properly. An HP printer example to try and use is change the settings to:

30.00 for Top Margin 64.00 for Left Margin 1.00 for Horizontal Spacing 42.450 for Vertical Spacing

ALL PRINTERS ARE DIFFERENT SO YOU WILL HAVE TO ADJUST THE MARGINS ACCORDINGLY! USE FILE/PRINT PREVIEW TO REVIEW YOUR CHANGES. ALSO WE RECOMMEND PRINTING TO REGULAR PAPER FIRST.

Click file print preview to preview the layout, then file/print. You can adjust the margins and visually see the changes by going to file/print preview. Now it will print the first 2 records in the database. If you only have 1 record then it will only print 1 card. Print to regular paper first then look through the light with the paper to adjust accordingly. This is the trickiest part, but once done you do not have to adjust this anymore. Uncheck the card outline when done in File/Print Options. To print the next 2 records go to the 3rd record and it will print 3-4, etc...

Laminating

- *Turn on the laminator wait until ready. Punch out a card from the 2 up card paper get a laminate sleeve then place card in sleeve and put through laminator.