NORTECH

ID Studio

Help

DOC0017 Version 4.0

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Attention

This document is a printable PDF version of the HTML online help that accompanies the ID Studio software. It is supplied so that the help information can be read in a PDF viewer such as Adobe Reader and printed and read as a hard copy.

The contents were primarily structured for display in a web browser in HTML format. Because of this, the PDF version may be subject to some layout issues such as large gaps between headings and diagrams, tables being split between pages and incorrect table formatting.

1 Product Overview

Nortech's ID Studio is a PC-based card design and card printing application that enables you to create your own card templates and utilize them for printing cards using specialised magnetic stripe, proximity or other card printers. The card printing function can be used either standalone or in conjunction with Nortech's Norpass3 Access Control System.
A card template can incorporate user photographs, text, barcodes, file images and database fields.

2 Installation and Settings

Installation

The ID Studio application is recommended for installation on a PC using Windows XP, Windows Vista or Windows 7.

Installing ID Studio

ID Studio is provided on the Norpass3 CD. If you haven't already installed ID Studio, insert the Norpass3 CD into your PC's CD drive and wait for the installation menu screen to be displayed. Click on 'Install ID Studio' and follow the on-screen instructions to complete the Installation taking note of the option to install the application for 'Everyone' or 'Just Me'. When the program has been installed, an icon is created in your Windows Start Menu and on your Desktop. If you choose the 'Just Me' installation option, other users of the same PC will not be able to run the application and no short cuts will be created. Unless this is specifically desired, it is recommended that 'Everyone' is selected.
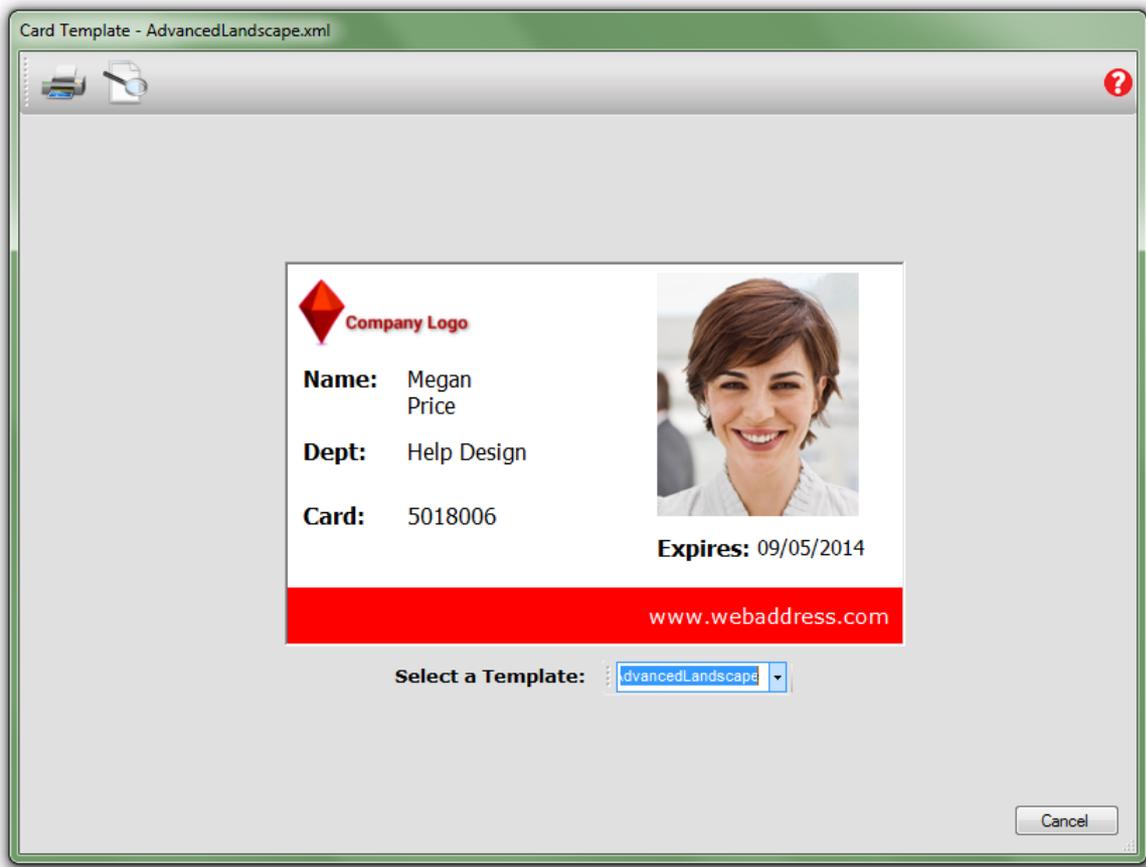
Launching ID Studio in Standalone Mode

To use ID Studio in standalone mode, click the icon on your desktop. The following menu should be displayed:

This provides access to the template design application, the card printing application and the settings. Do not make any changes at this stage. Click the 'Exit' button to close the application.

Using the Card Printing Feature Within Norpass3

If you have installed both Norpass3 and ID Studio in their default directories, Norpass3 will automatically update ID Studio with the location of the card database when the 'Print user card' feature is called. To test the feature, open the 'Edit Cards' window in Norpass3 and click 'Print user card' in the 'Tools' pane. The card printing window should open, which will look similar to:

For normal card printing operations when Norpass3 and ID Studio are on the same PC, the installation is now complete. For other configurations, please read 'Settings'.
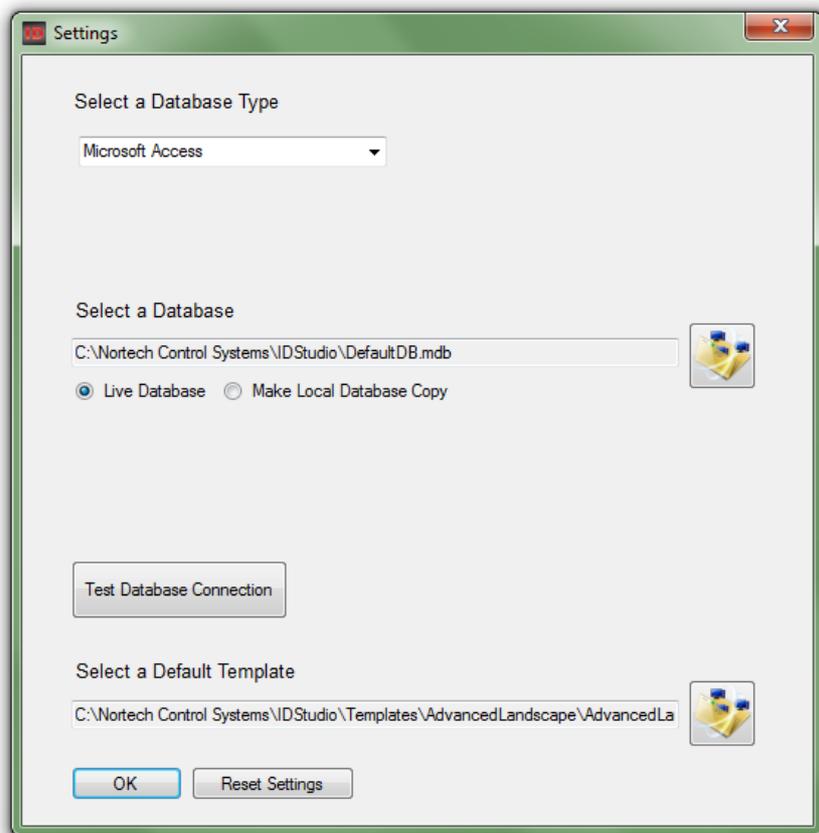
Settings

Setting Administration Rights for Access to a Remote Database

So that ID Studio can print badges for users in your Norpass3 Access Control System, ID Studio must be installed either on the same PC as the Norpass3 application or on a PC on the same network.. If ID Studio and Norpass3 are installed on different PCs on the same network, the sharing option of the ' Norpass3' folder (within the 'Nortech Control Systems' directory) should be set to 'share' with the relevant 'rights' particular to your network to ensure that the ID Studio PC user can access the Norpass3 database. You should consult your network administrator if you have any doubts.

Changing your Default Database

When ID Studio is first installed, it comes with a Default database and some default templates already installed for demonstration purposes. In order to print cards from your Norpass3 Access Control System, Norpass3 provides ID Studio with the location of the Norpass3 database automatically. However, where the database is on a different PC from ID Studio, you will need to change the settings and select the path of your database. This can be done by browsing the network from within the settings menu as shown below:

If Norpass3 resides in the default location on a different PC on the network, you will need to locate the path on the remote PC as follows:

\\REMOTEPC\Norpass3\Norpass3.mdb

where 'REMOTEPC' is the name of the PC on which Norpass3 has been installed.

You may need to contact your network administrator to ensure that the current user has the correct privileges to access the database.

If the Norpass3 database is on a different PC to ID Studio, and your network administration policy prevents you from allowing write access to the folder in which the Norpass3 database resides, you may wish to consider selecting the 'Make Local Database Copy' option. In this mode, the remote database is always copied locally before cards can be printed. Although this method enables the printing of cards with user data, any addition of new users or editing of existing user data whilst ID Studio is running, will not be reflected in the local ID Studio database. ID Studio must be shut down and then restarted.for these changes to be available in ID Studio.

Changing your Default Template

When ID Studio is first installed, one of the supplied templates is set as the default for demonstration purposes. If however, you design your own templates, it may be more convenient to set your most commonly used template as your default. This means that whenever ID Studio is started, the template that is automatically loaded will be your own. Use the 'Browse' templates button to locate the template that you wish to set as your default.

Copying Templates to your PC

If Nortech has supplied you with templates to your specification or if you have your own templates located on another PC, you may want to copy them to your local templates directory for easy access from within ID Studio. To do this, you will need to copy the complete template folder to your local 'Templates' folder located at the path:

C:\Nortech Control Systems\IDStudio\Templates

For example, a template named 'MyTemplate1' will be in the form of a folder named 'MyTemplate1' containing the template file plus an 'Images' sub folder that contains images used in the template such as a company logo image. The complete 'MyTemplate1' folder must be copied and then pasted into the above location so that it appears as:

C:\Nortech Control Systems\IDStudio\Templates\MyTemplate1

3 Card Printing

Card Printing Overview

The Card Printing facility allows operators to print cards from user details held by the Norpass3 Access Control System. The card printing facility is selected by clicking the 'Printing' button in the main menu window. The card printing facility can also be accessed from the 'Edit cards' menu in Norpass3 by clicking 'Print user's card' in the 'Tools' pane. Any previously designed template can be used for the design and layout of the details on the card.
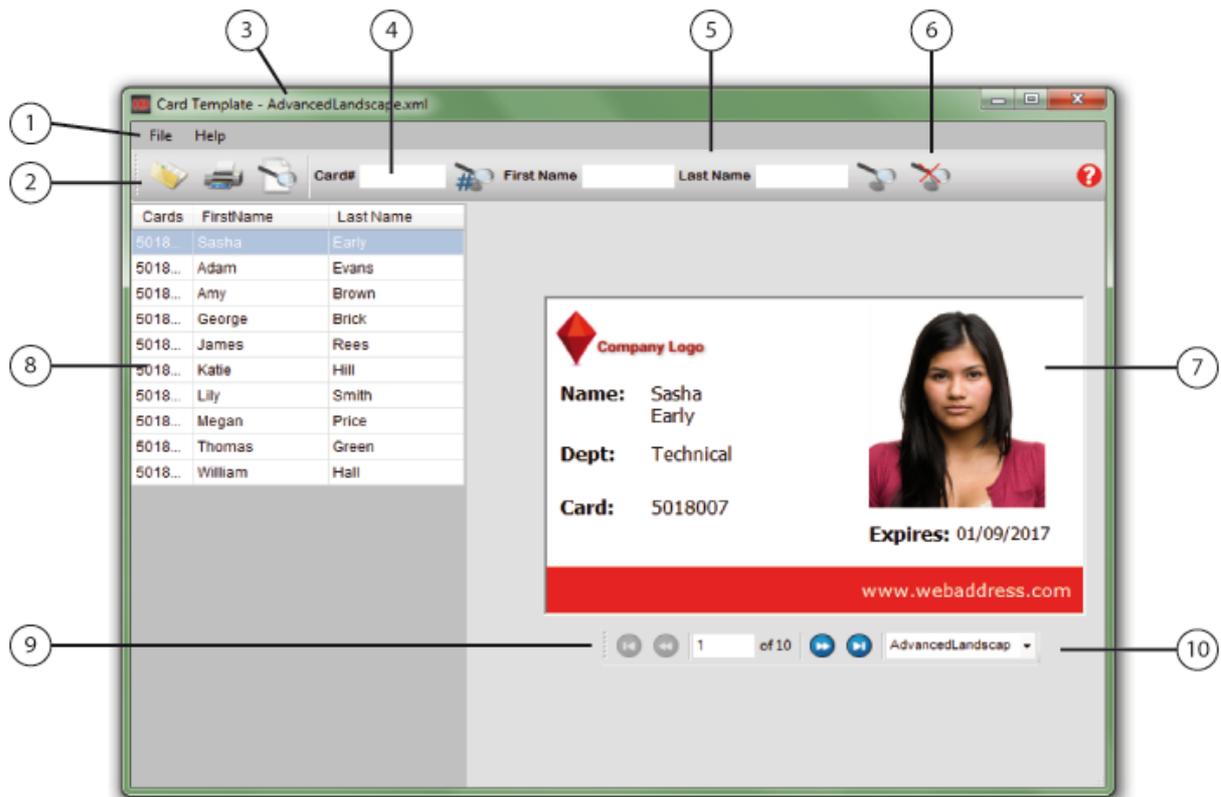
When using the card printing facility from within Norpass3, a simple card printing window is displayed showing only a card layout based on the default template containing the current user's data (see 'Using the Card Printing Feature Within Norpass3'). This provides the option to choose from the available templates and includes print and print preview controls.

Main Printing Window

When the main printing window is displayed, it includes user details from the database path specified in the 'settings' window (as explained in 'settings'). It also loads the card design template that was specified as the default template in the 'settings' window.

You can select different templates from those available in the drop-down list and view how the card designs will look. You can also browse through the card records using the Navigator Bar or the Card Table to see how individual card details look in each card design or to find a particular cardholder's details for printing. It is also possible to jump directly to a particular card by searching for a particular Card number or by filtering cards based on users first and last names.

The following diagram and the associated explanations below describe how to use the printing section of the ID Studio application.

Main Menu (1)
The Main Menu allows you to open a template, to preview how the card will look when printed and to print the card. The Main Menu also provides access to help and support information.

Toolbar (2)
The Toolbar can be used to access the same functions that are available in the Main Menu and to search for particular cards as explained in (4), (5) and (6).

Header Bar (3)
The header bar displays the filename of the currently loaded template.

Card Search (4)

You can use the Card Search to quickly display a particular card for viewing and/or printing the card by matching the exact card number. To find a particular user's card, enter their card number in the 'Card#' box and then click the 'Find Card' button to the right of the box. The Card Table (8) will only display the card for the user that matches the entered card number. To cancel the search and show all cards in the Card Table (8), click the 'Show All' button (6).

Name Search (5)

You can use the Name Search to quickly display all cards that match the first name, last name or combination of both names entered in the search boxes. To perform a search for cards matching a particular name, you can enter all or part of the first name in the 'First Name' box and/or all or part of the last name in the 'Last Name' box and then click the 'Find Name' button.
For example, to find all of the cards for users with the surname = 'Jones' and a first name beginning with ' A'; enter 'A' in the 'First Name' box, 'Jones' in the 'Last Name' box and then click the 'Find Name' button. The Card Table (8) will only display the cards for users with a first names that begin with 'A' and last name 'Jones' . To cancel the search and show all cards in the Card Table (8), click the 'Show All' button (6).

Show All (6)

Click the 'Show All' button to cancel a Card or Name search and display all records in the Card Table (8).

Card Preview Panel (7)

The Card Preview Panel shows how the card will look based upon the currently loaded template and the user currently selected in the Card Table (8). If the Card Table (8) or the Navigator Bar (9) is used to change the user, the Card Preview Panel will change to display the details of the currently selected user. If you select a different template (10), the Card Preview Panel will change accordingly, showing the current user's details in the design of the selected template.

Card Table (8)

Cards	FirstName	Last Name
5018...	Sasha	Early
5018...	Adam	Evans
5018...	Amy	Brown
5018...	George	Brick
5018...	James	Rees
5018...	Katie	Hill
5018...	Lily	Smith
5018...	Megan	Price
5018...	Thomas	Green
5018...	William	Hall

The card table shows all of the users stored in the Norpass3 Access Control System or all those users that match any Card or Name search. You can select a different user in the Card Table by clicking on the corresponding row. The Card Preview Panel (7) will change to display the details of the selected user. You can also change the order in which the cards displayed in the card table from Card number, First Name or Last Name by clicking on one of the corresponding column headers in the table.

Navigator Bar (9) and Change Templates (10)

The Navigator Bar can be used to skip between users in the Card Table one at a time or to jump to the first or the last user record.

Although it is possible to open a template from any local or network location, it is recommended that templates are kept in the 'Templates' directory at the file path: **'C:\Nortech Control Systems\IDStudio\'** . Any template stored in the correct format within this directory will automatically appear in the Change Template drop-down list. This list allows you to quickly swap between templates.

4 Card Design

Card Design Overview

The Card Design section of ID Studio can be used to design new card templates or edit existing templates using data fields from the card database together with fixed text and, images.
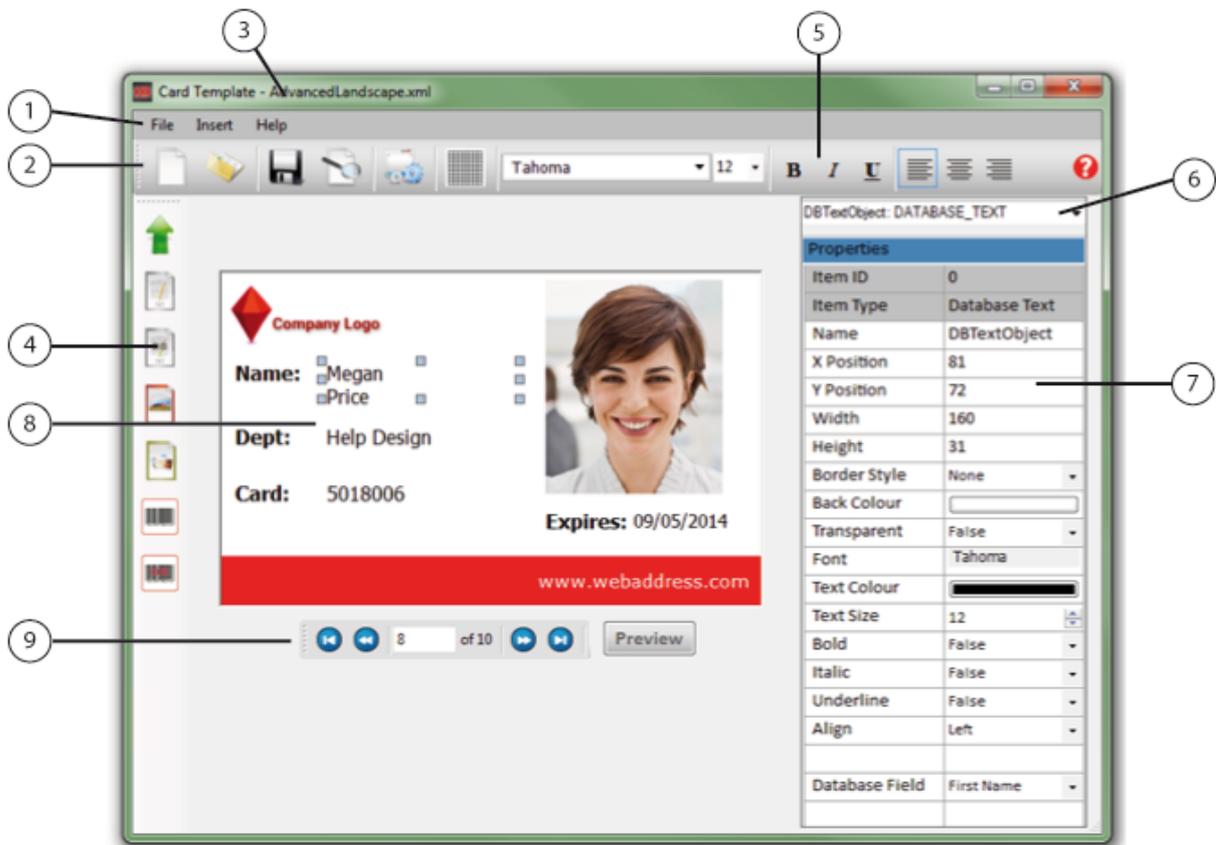
Main Design Window

The card design facility is selected by clicking the 'Design' button in the main menu window. When the design window opens, it uses the template specified as the default template in the 'settings' window (as explained in 'settings'). While designing a card template, the database specified in the settings window is active, which enables you to skip between users using the navigator bar to see how your design will look with real data from your access control system's database.
The main design screen is made up of three main areas:

- The Card Design Panel, where objects can be placed, moved and resized
- The Toolbox, where new objects can be selected and placed on the design
- The Properties Editor where existing objects on the design can be manipulated to appear differently

The following diagram and the associated explanations below describe how to use ID Studio's card design facility.

Main Menu (1)

The Main Menu allows you to create a new card template, open an existing template, save templates and adjust the settings for the current template.You can also preview how the card will be printed. The Main Menu also allows you to insert objects into your design as an alternative to using the Toolbox (4).

Tool Bar (2)

The Toolbar offers an alternative method of accessing the most common functions in the Main Menu (1). It also allows you to turn a visual grid on or off. The grid helps you to lay out your design. The right-hand set of tools are text formatting tools, which.are only displayed when a text object is selected on your design.

Header Bar (3)

The header bar displays the filename of the currently loaded template.

Toolbox (4)

The Toolbox is used to add new objects to your card template design. The objects that can be inserted using the Toolbox are described below:
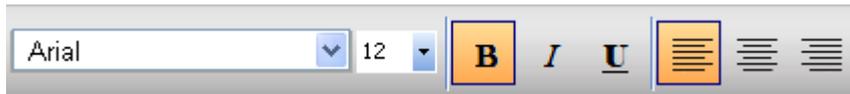
Tool Icon	Tool	Description
	Text	Inserts one line of text that will appear on all cards printed using this design (e.g. company name). To insert a line of text, click the tool icon, enter the text in the text box and click 'OK'. Finally, place the curser where you want the top left-hand corner of the text to appear and then left-click the mouse. You can now format the text using the text formatting tools (5)
	Database Text	Inserts a text field from the database that will change according to the card record currently selected (e.g. 'First Name'). To insert a text file, click the tool icon, select the field name from the drop-down list and click 'OK'. Finally, place the curser where you want the top left-hand corner of the text field to appear and then left-click the mouse. You can now format the text using the text formatting tools (5)
	Image	Inserts an image from an image file, which will appear on all cards printed using this design (e.g. company logo). To insert an image, click the tool icon, browse to the required image file and click 'OK'. Finally, place the cursor where you want the top left-hand corner of the image to appear and then left-click the mouse. You can then resize and reposition the image as required. You can't change the aspect ratio of the image. Any changes to the aspect ratio of the placeholder will result in either padding or clipping of the image.
	User Picture	Inserts a placeholder for the user picture from the database that will change according to the card record currently selected. To insert user picture, click the tool icon, place the curser where you want the top left-hand corner of the image to appear and then left-click the mouse. The user picture for the currently selected card will be placed. You can then resize and reposition the image as required. You can't change the aspect ratio of the image. Any changes to the aspect ratio of the placeholder will result in either padding or clipping of the image.
	Barcode	Inserts one line of text that will appear as a 'code 3 of 9' barcode on all cards printed using this design (e.g. site code). To insert a barcode, click the tool icon, enter the text in the text box and click 'OK'. Finally, place the curser where you want the top left-hand corner of the barcode to appear and then left-click the mouse. Use the Properties Editor (7) to adjust the size of the barcode font.
	Database Barcode	Inserts a field from the database as a 'code 3 of 9' barcode that will change for each card depending on the person whose card is being printed. e.g. card number. To insert a database barcode, click the tool icon select the field name from the drop-down list and click 'OK'. Finally, place the curser where you

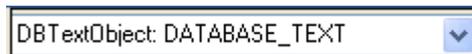|		want the top left-hand corner of the barcode to appear and then left-click the mouse. Use the Properties Editor (7) to adjust the size of the barcode font.

The Toolbox also includes an deselect tool that, when clicked, de-selects any object on the card template that is currently selected.

Text Formatting Tools (5)

The text formatting tools will appear whenever a text or database text object is selected on your card template design. The text formatting tools allow you to quickly change the font type, font size, font style and alignment options of the text for the selected object in your card template.

Object Selector (6)

The Object Selector can be used to select a particular object on your card template design as an alternative to clicking on the object itself. The Object Selector is useful when you wish to edit an object that is hidden behind another object on the card design and therefore appears temporarily lost.

Properties Editor (7)

The Properties Editor allows you to edit objects that appear on the card template design after they have been placed. Properties shown in the Properties Editor will appear and disappear depending on the type of object currently selected.

Card Design Panel (8)

The Card Design Panel contains the objects that make up the current card template design. Objects can be moved and resized using the mouse.

Navigator Bar (9)

The Navigator Bar can be used to step through the user records in the Card Table one at a time or to jump to the first or the last user record. The Preview button to the right side of the Navigator Bar is a allows quick access to the preview window, which shows how the printer will print the current card.

Designing Card Templates

Designing impressive and functional card templates is easy and fast with ID Studio.The methods used to design templates are described below:

Creating and Saving Templates

To begin designing a new template, select 'New' from the Main Menu or from the Toolbar. The new template window will appear and here you can give it a name, choose between a portrait or landscape format and select a background colour.

The background colour and the orientation can be changed later using 'Template Properties'.

Once a valid template name has been entered and the 'OK' button has been clicked, a blank template will appear in the Card Design Panel. If your ID Studio application was installed at the default location, the new template is automatically created within the Templates directory at the path:

 C:\Nortech Control Systems\IDStudio\Templates

The template can be moved to another location or copied to another PC using the method described in Copying Templates to your PC.
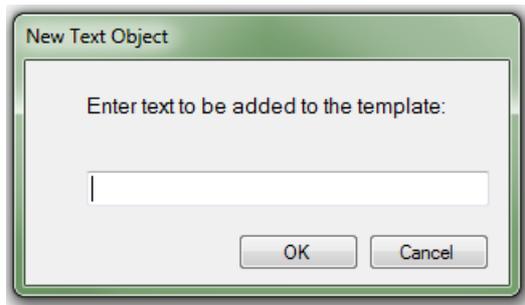Card Templates can also be saved with a new name by choosing the 'Save As' option from the Main Menu or Toolbar.

Placing New Objects in your Design

To place a new object on your card template, choose one of the object tools from the Toolbox situated on the left side of the main design window and click it.You will be presented with a dialog box for you to enter date or select an item. This will vary according to the type of object. These are explained below. Once the 'Enter' button on your keyboard has been pressed, or the 'OK' button on the dialog box has been clicked, the cursor will change to signify that you are placing a new object. Move the cursor to the location on your card template where you wish to place the top left-hand corner of the new object and click the left mouse button. The new object will now appear in your design.
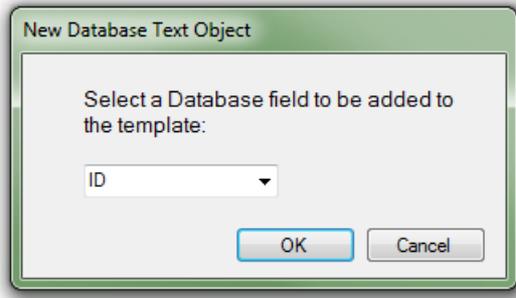
Adding a Text Object to your Design

When you select Text tool from the Toolbox, the new text object window will appear:

Here you can enter the line of text that you wish to add to the card template and click 'OK' . The cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the text to appear and then left-click the mouse.You can now format the text using the text formatting tools. The text can be edited later using the Properties Editor.
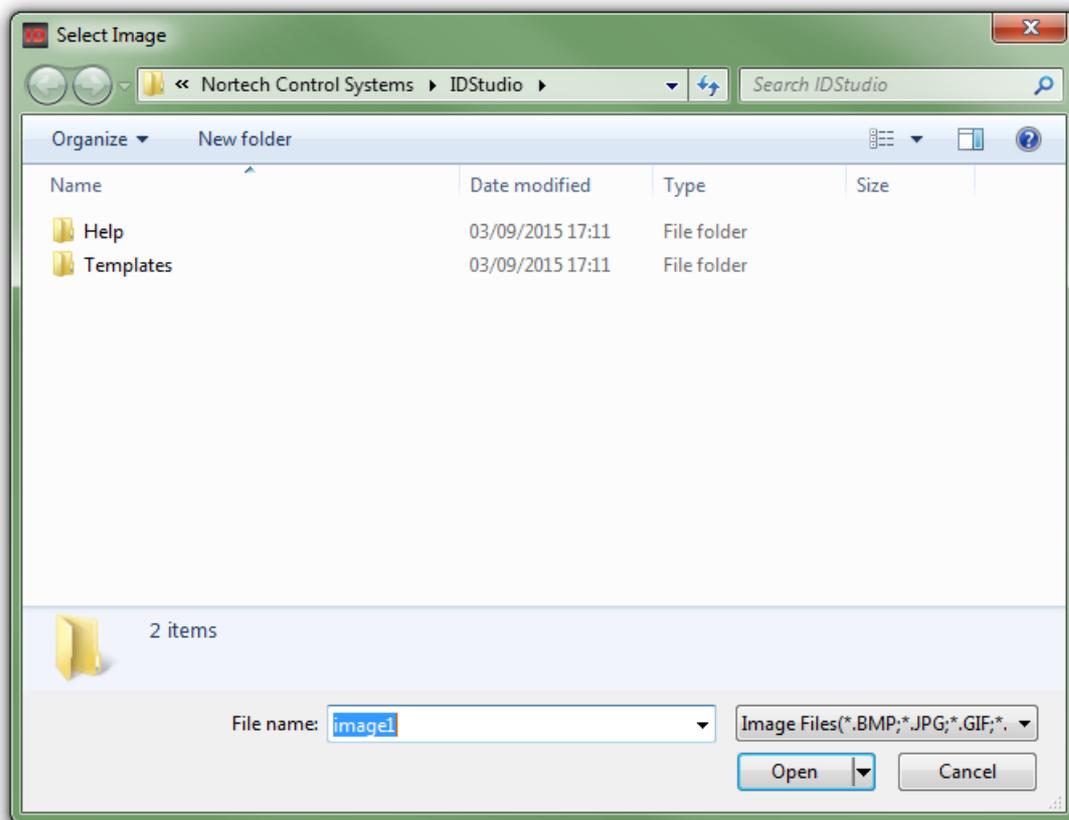
Adding a Database Text Object to your Design

When you select the Database Text tool from the Toolbox, the new Database text object window will appear:

New Database Text Object

Select a Database field to be added to
the template:

ID

OK   Cancel

Select the field name from the drop-down list and click 'OK'. The cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the text field to appear and then left-click the mouse. You can now format the text using the text formatting tools.

Adding an Image Object to your Design

When you select the Image tool from the toolbox, a file dialog will appear allowing you to find a jpeg (jpg), bitmap (bmp), graphics interchange format (gif) or portable networks graphic (png) image that you wish to add to your template:
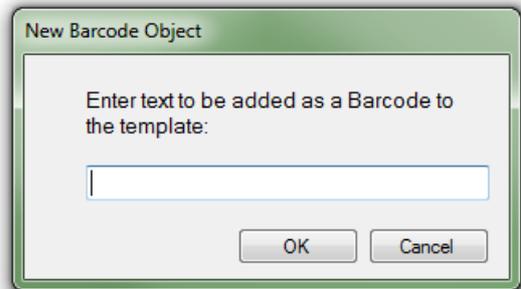
Select Image

« Nortech Control Systems ▸ IDStudio ▸   Search IDStudio

Organize ▾   New folder

Name	Date modified	Type	Size
Help	03/09/2015 17:11	File folder	
Templates	03/09/2015 17:11	File folder	

2 items

File name: image1   Image Files(*.BMP;*.JPG;*.GIF;*. ▾

Open   Cancel

Locate the image, select it and click on 'Open'. The cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the image to appear and then left-click the mouse. The original image file is automatically copied to the Images directory of the current template. This ensures that when you copy templates between PCs (see Copying Templates to your PC), all associated images are also copied.

Adding a User Picture Object to your Design

When you select the User Picture tool from the toolbox, the cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the image to appear and then left-click the mouse. The user picture for the currently selected card will be placed.
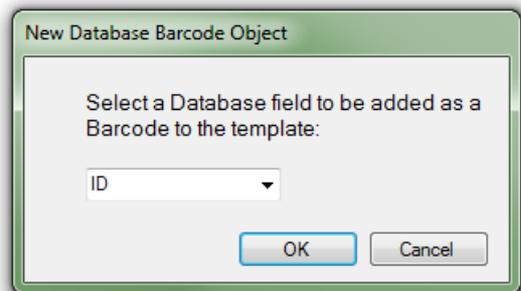
Adding a Barcode Object to your Design

When you have select the Barcode tool from the toolbox, the new barcode object window will appear.

Enter the barcode text that you wish to add to the card template and click 'OK', the cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the barcode to appear and then left-click the mouse. Use the Properties Editor to adjust the size of the barcode font. The Properties Editor can be used later to alter the barcode text.

Adding a Database Barcode Object to your Design

When you select the the Database Barcode tool tool from the Toolbox, the new Database barcode object window will appear:

Select the field name from the drop-down list and click 'OK'. The cursor will change to signify that you are placing a new object. Place the curser where you want the top left-hand corner of the database barcode to appear and then left-click the mouse. Use the Properties Editor to adjust the size of the barcode font.

Using the Card Design Panel

Once objects have been added to your card template, the Card Design Panel can be used rearrange and resize objects on your design.

Manipulating Objects with your Mouse

Objects within the card design can be selected by clicking the left mouse button when the mouse pointer is over the object. Once selected, eight sizing handles will appear around the object:
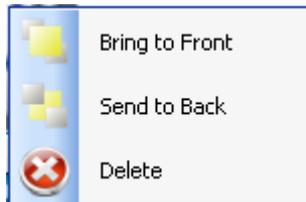

Once selected, the object can be moved by holding down the left mouse button and dragging it to the desired location.

To resize the object, click and hold the left mouse button on one of the handles and move the mouse to shrink or stretch the object placeholder to the desired size. This will not change the size of contained text or barcodes (these can be changed using the Properties Editor). You are not permitted to change the aspect ratio of contained images. Any changes to the aspect ratio of the placeholder (dragging handles other than corner handles) will result in either padding or clipping of the image.

Ordering and Deleting Objects

If you click the right button of your mouse when the pointer is over a selected object, a popup menu will appear:
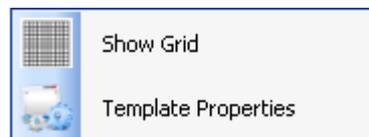

The 'Bring to Front' and 'Send to Back' options can be used to control the order that objects appear on your design when objects in your design overlap.
To delete an object from your card design, select the delete option from the popup menu or select an object and press the Delete key on your keyboard.

Card Template Properties

If you click the right mouse button on an area of the Card Design Panel not occupied by an object, another popup menu will appear:

This menu allows the visual grid to be turned on or off or the template properties to be edited.

Using the Properties Editor

When you select an object on the card template, the Properties Box will display those properties applicable to the selected object. You can select and modify any values shown in the right hand column of the Properties Editor. Each of the editable properties are described below:

Name
When a new object is added to your template, a name is automatically generated . This can be edited to help distinguish between objects, particularly when using the Object Selector to select objects.

X / Y Position
The position objects on your card template can be modified manually using the Properties Box.

> You can edit the position of objects in the Properties Editor to easily and accurately line up objects in relation to each other.

Width / Height
The size of objects on your card template can be edited manually using the width and height items in the Properties Editor.

> When adding database fields to your design; ensure that your objects are wide enough to prevent text from being cropped. For example, if first name is one of the database text objects on your design and your access control system has one user with the first name Ben and another Rebecca, you should make certain that your object is wide enough to contain Rebecca.

Border Style
Use the Properties Editor to turn on or off a fixed border around the selected object.

Back Colour
To change the background colour of the selected object, click on the Back Colour property in the Properties Editor and a colour palette will appear.

Transparent
The transparent property can be applied to text, database text, barcode and database barcode objects. This sets the background of the object to transparent so that they can be placed on top of images or other coloured objects. When a transparent object is placed on top of an image, the background does not appear transparent in the card design panel to aid layout. However, when Print Preview is selected, the objects will appear transparent exactly as they will be printed. When an object is made transparent, the ' Back Colour' property is no longer valid and therefore will be disabled.

Font / Text Colour / Text Size / Bold / Italic / Underline / Align
The way that text appears on your design can be manipulated using the format properties in the Properties Editor or alternatively using the format tools on the tool bar.

> If you wish to place two database text objects side by side on your design, first and last name for example, if you right-align the object on the left side and left-align the object on the right side, the objects will always appear with the same gap regardless of the length of the names in the database.

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Text
The text property can be edited when text or barcode objects are selected and represent the text that will appear on your card template.

Database Field

The database field can be changed when database text or database barcodes are selected and represent the field from the database that is linked to the object and will appear on your card template.

File Name

The filename property is only applicable to image objects and can be used to change the image that the object displays on your card template. When the File Name property is selected in the Properties Editor, a file dialog appears.