CARD DESIGN & PRINT SOFTWARE

CardStudio™ 2.0

QUICK START MANUAL

May 2018 | Version 1 | CardStudio™ V2.0

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CardStudio™ 2.0 Introduction

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CardStudio™ 2.0
Introduction

CardStudio™ 2.0 is a full-feature card design and printing software application with complete capabilities for card design, data management and card production. CardStudio is provided in four **editions**: Classic, Standard, Enterprise and Professional. All four editions integrate the required features for ID card design and production.

Classic:
CardStudio 2.0 Classic edition lets you create and print professional-looking photo IDs and other type of card designs with a new easy-to-use interface and design and print features.

Standard:
CardStudio 2.0 Standard Edition lets you create, manage and print professional-looking card designs with a new easy-to-use interface and design and print features. Including internal database, Excel and .csv file integration for ID records, 2D bar codes, and advanced print functionality.

Enterprise:
Designed for enterprise applications, the CardStudio 2.0 Enterprise edition lets you create and print professional-looking photo IDs and other type of card designs with a new easy-to-use interface and design and print features. Including internal database, Excel and .csv file integration for ID records, 2D bar codes, and advanced print functionality. Enterprise edition includes advanced features to connect to multiple Database, ODBC data sources and multiple Projects, for advanced card design, issuance and data management capabilities.ard Design, issuance and Data Management capabilities.

Professional:
Created for advanced enterprise applications that require smart card encoding support, CardStudio 2.0 Professional edition lets you create, print and encode professional-looking card designs with a new easy-to-use interface and design and print features. Including internal database, Excel and .csv file integration for ID records, 2D bar codes, and advanced print functionality. Advanced features to connect to multiple databases and ODBC data sources, and multitple projects for advanced card design, issuance and data management capabilities.

CardStudio™ 2.0 is desktop-based card production software developed to design card layouts, manage, add or import card data, capture photos and signatures and printing a card with one click of a button making the card production process quick and easy.

CardStudio is a combination of two specific modules that each have their own strengths. **DesignStudio** focuses on creating perfect card layouts and **PrintStudio** can handle your data with the ease of known spreadsheet software.

DesignStudio gives you the all the needed tools to create a front and back design, with images, logo's, shapes and dynamic data. You will be able to create a template with placeholders that help determine the layout of dynamic data.
For example: where a passport photo should be placed, a signature or the first and last name of person.

As a user you can manage data and layouts for different types of ID cards using different kind of printers. **PrintStudio** gives you the basic tools to import, add and manage data like card holder information, passport photos and signatures. This data can then be connected to a card design or multiple card layouts and selected for printing. CardStudio imports and prints large amounts of data and cards and makes your card production process faster and efficient.

Any Windows PC with a network connection can be used to install CardStudio. This PC needs to have an internet connection to download the installation file, register the software and keep the software up to date with automatic updates.

This manual does not describe the installation of printers or other peripherals like a camera or signature pad.
Please refer to the manufacturers manuals for further information on these devices. Before working with the software, first install the Zebra Windows printer driver so the Zebra Printer is ready to print cards.

Quick Start Step 1

Download and install CardStudio™ 2.0 Software

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Quick Start Step 1
Download and Install CardStudio™ 2.0

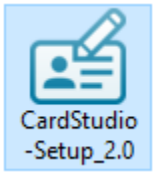
Download

Download the latest version of the CardStudio 2.0 at:

https://cardstudio.zebra.com

or use the optional “USB Card-Drive” if provided.

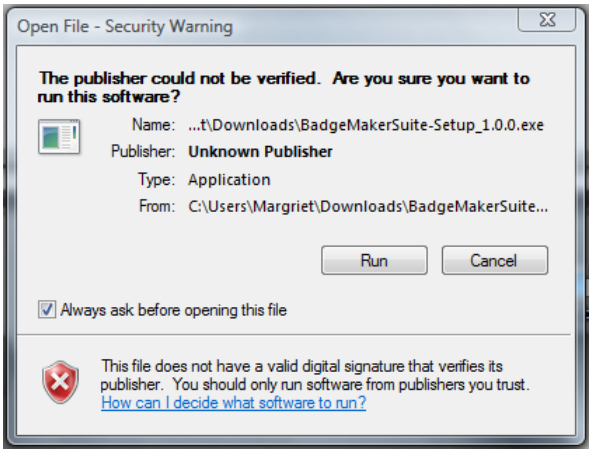
The link will download the installer file that will look like this:



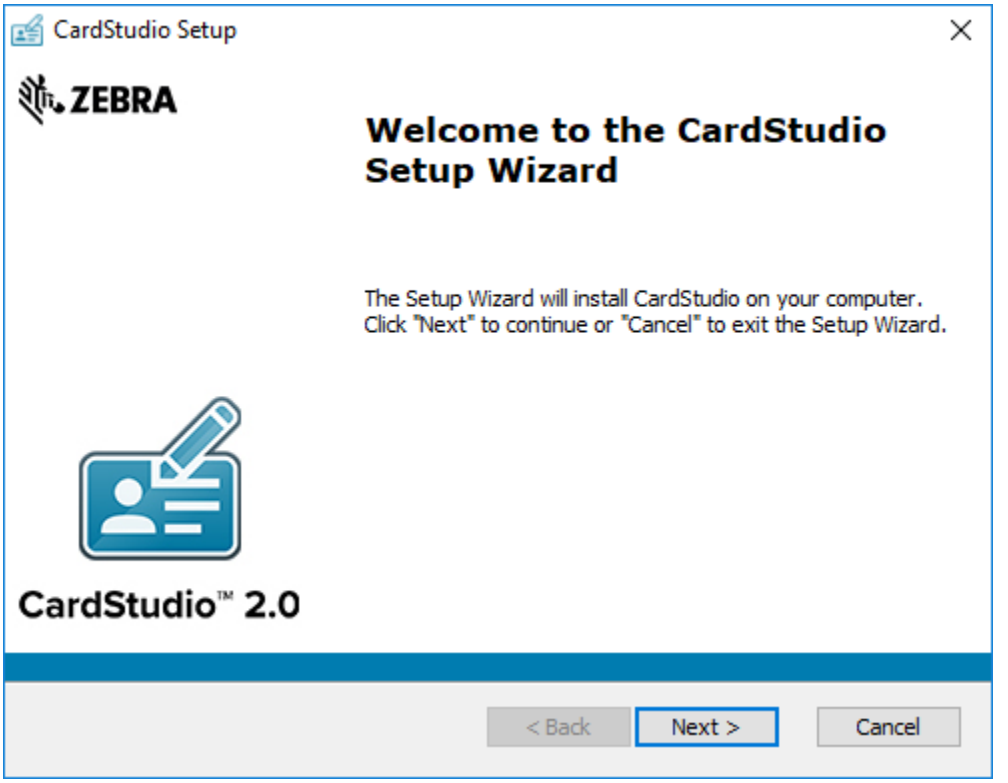
Double clicking on this installer will open a popup window. This popup will ask if you are sure you would like to run the installer. Clicking on the run button will start the CardStudio installation wizard.

Install CardStudio™ 2.0

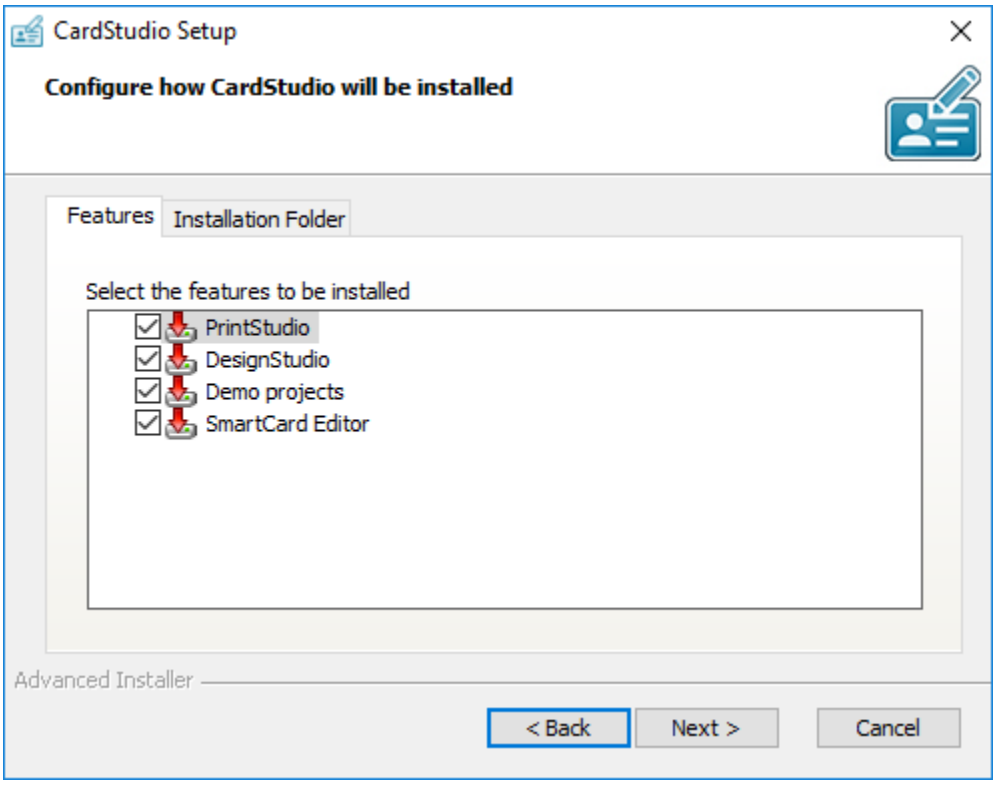
A. If you would like to run the installer and setup CardStudio on your system, click the “Run” button. If you do not want to install CardStudio, click on the “Cancel” button.



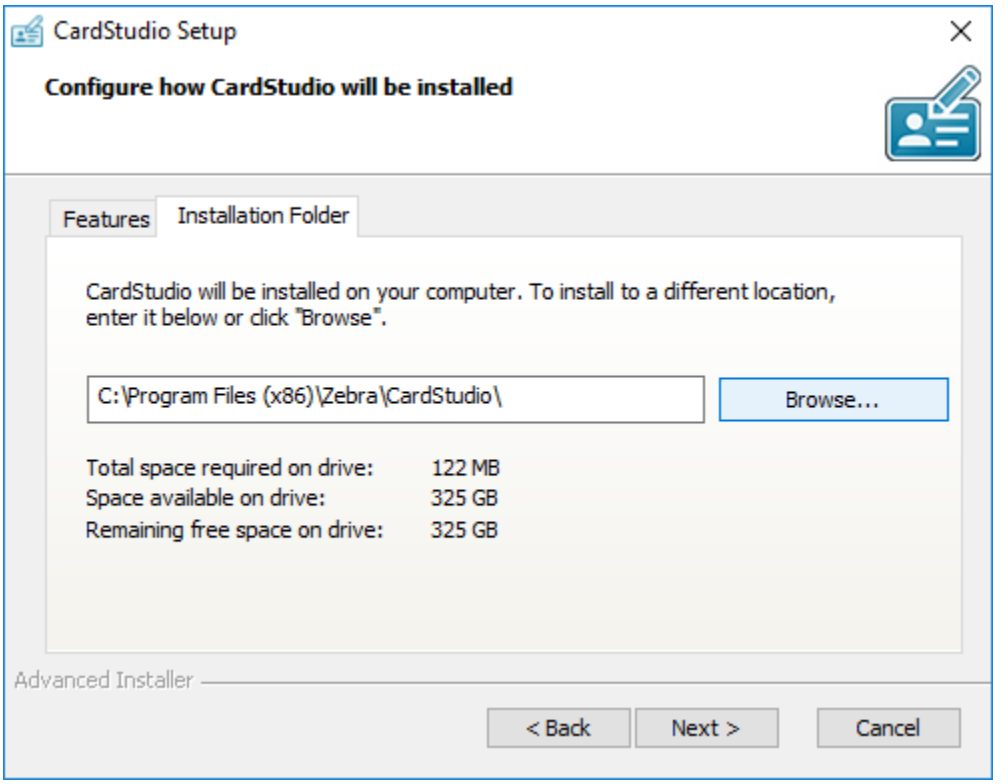
B. Click on the “Next” button to continue the installation of CardStudio.



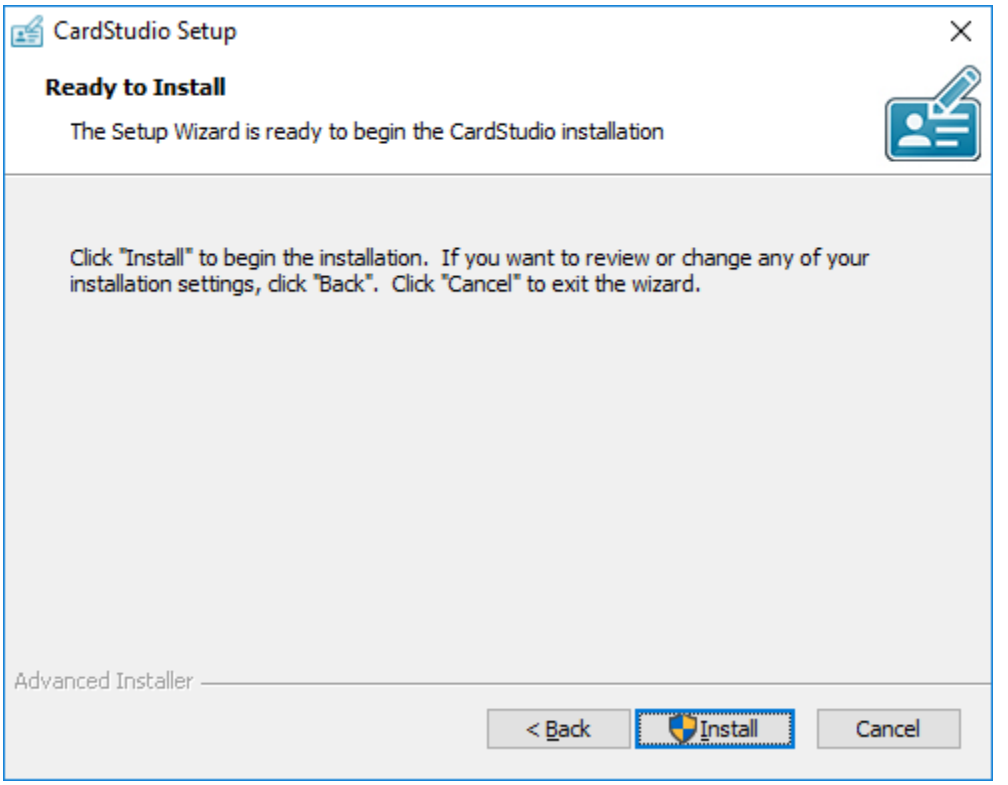
C. The “Features” tab: This step in the installation process is to select how you would like to install CardStudio. You can select the features you would like to install. DesignStudio, PrintStudio, Demo projects and the SmartCard Editor are selected by default. If you would like to only install PrintStudio or DesignStudio, just un-check the boxes of the features you do not want to install.



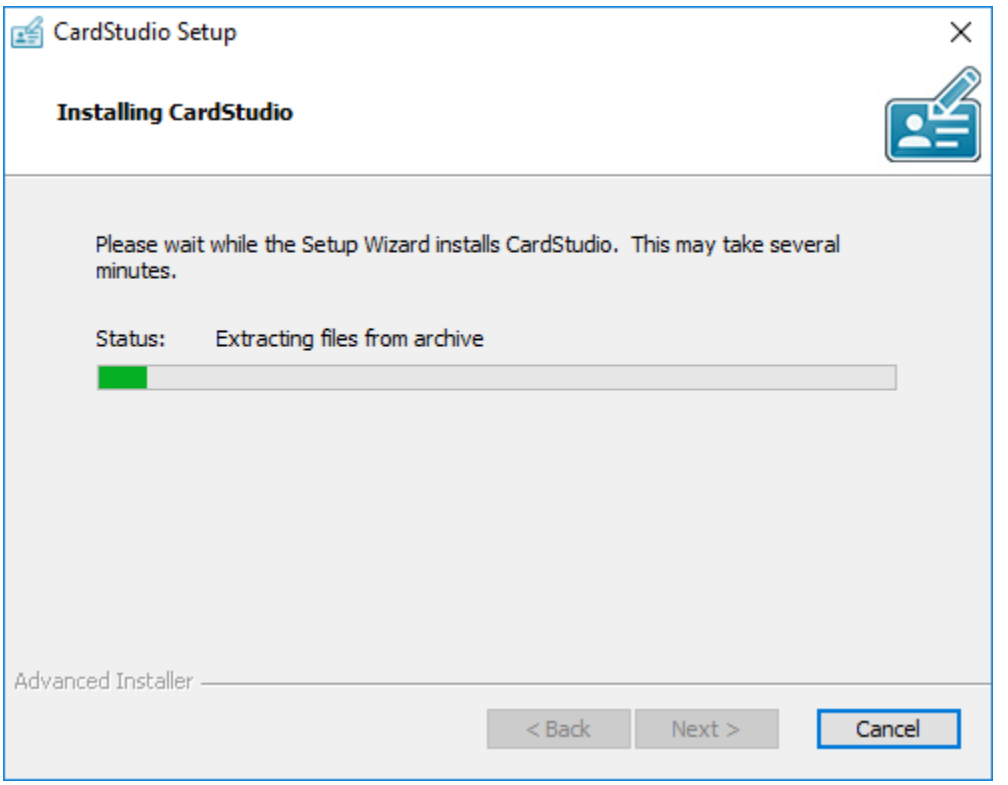
C. The “Installation Folder” tab: The third step in the installation process is selecting the location where you would like to install CardStudio. You can select this by clicking on the browse button and browse to the desired location. If you do not have a specific location for CardStudio you can go with the default location.



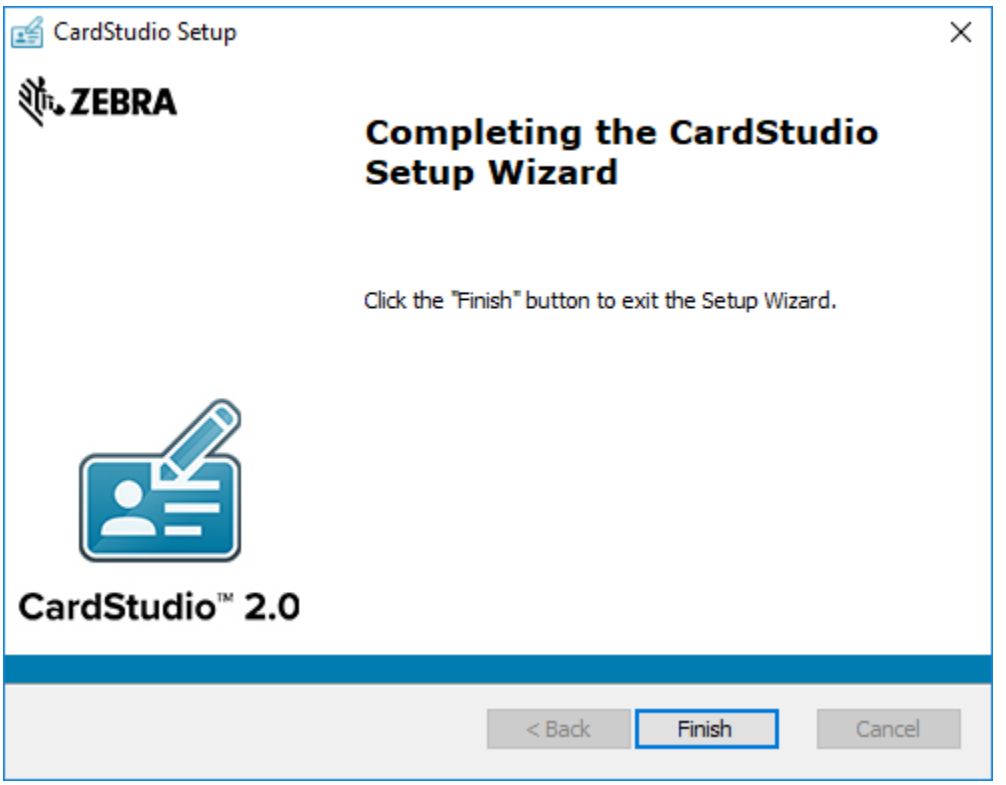
D. The installer is now ready to begin the CardStudio installation. Click the “Install” button to begin the installation.
If you want to review or change any of your installation settings, click on the “Back” button. Click “Cancel” to exit the installer.



E. The installation is now in process. This can take a couple of minutes.
A popup window will appear to make sure that you want to run the installation. Click “Yes” to continue.



F. The installation is complete click the “Finish” button to exit the installer.

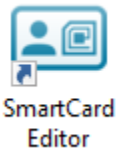


G. After completing the installation, 3 shortcuts will appear on your desktop.
For CardStudio, only DesignStudio and PrintStudio are needed. In the case of CardStudio Classic only one desktop Icon will appear. If you have CardStudio Standard or above, you will have 2 or 3 desktop Icons.

If you would like to start creating a new card layout, double click on the “DesignStudio” icon:

If you would like to start a project and add card data, double click on the “PrintStudio” icon:

If you would like to start the SmartCard Editor to create an encoding file, double click on the “SmartCard Editor” icon:



Before you start CardStudio™ 2.0, a license key is needed for the registration of an edition.

Quick Start Step 2

Register and activate the CardStudio™ 2.0

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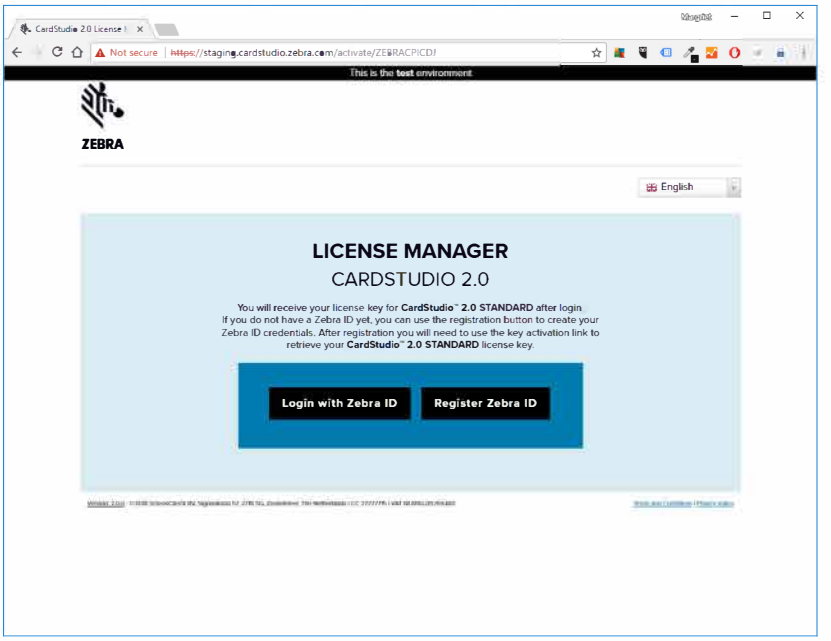
Quick Start Step 2
Register and Activate CardStudio™ 2.0 Beta

How to activate a CardStudio™ 2.0 license key

Type in the Software Activation Link in your browser provided by your Zebra Reseller. The activation link will look like this example: staging.cardstudio.zebra.com/activate/ZEBRAXXXXXX

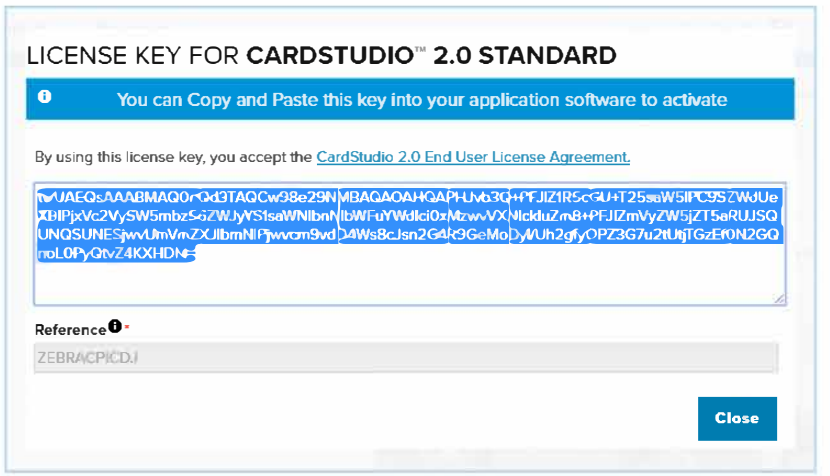


Login using the Activation Link

This unique Software Activation Link will take you to the CardStudio 2.0 License Manager.

If prompted please log into the License Manager with your Zebra Username and Password or first register for a Zebra Account.

If you do not have a Zebra ID yet, you can use the registration button to create your Zebra ID credentials. After registration you will need to use the key activation link to retrieve your CardStudio™ 2.0 STANDARD license key.



Receiving your Software License Key

After using the Activation Link to log into the License Manager your Software License Key will appear in a pop-up, ready for you to copy and paste.

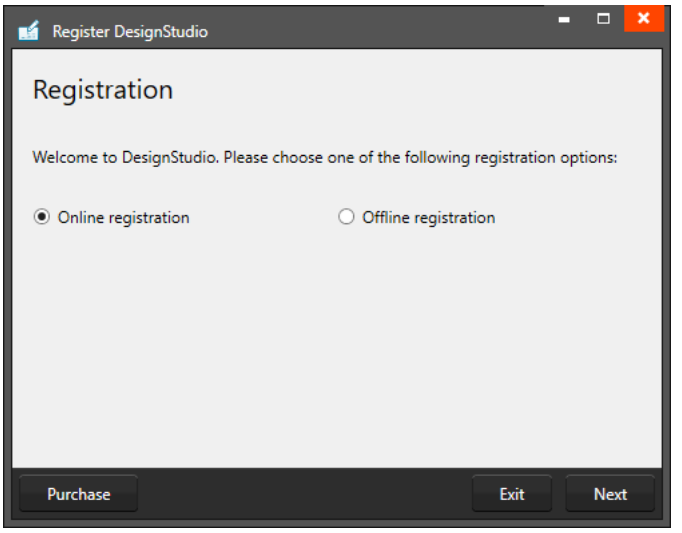
Note

If the pop-up is clicked away, you can always find your key by selecting the "Key" Icon in your License Manager Account.

Log into the Zebra CardStudio License manager to view and manage all the CardStudio 2.0 license keys that you registered.

Registration of the Software Edition

When DesignStudio or PrintStudio starts for the first time, a registration window will pop-up, this is where the license key can be entered, and the CardStudio Software activated.

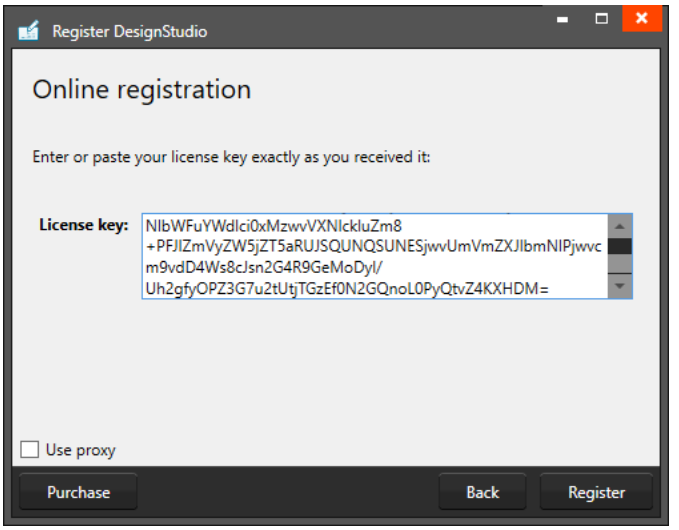


Example of the CardStudio registration window.

Registration of the Software

The first question will be about online or offline registration. Select the online registration.

The license keys will be for online registration. No access to the internet to activate your license keys?
Contact your local reseller for more information on offline license keys.



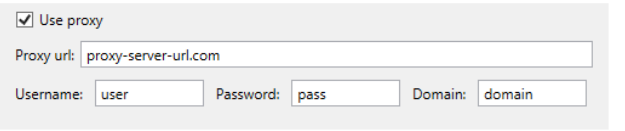
Example of the CardStudio online registration license key window with License Key entered.

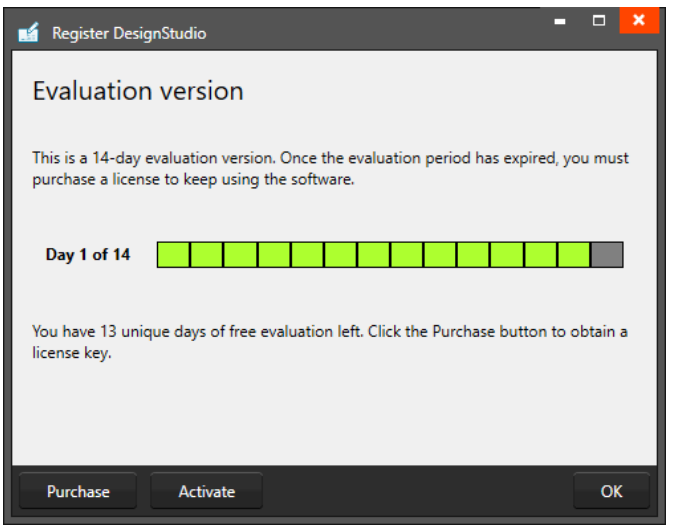
Online Registration

You will be requested to enter a license key. The license key will be provided by our License Manager. The license key must be entered (copy-paste), when the key is valid, the software will start. The next time the software will not require the license key to be entered.

Test keys can have a time restriction and may expire on a given date. (View the License Manager User Guide for more information on License Keys).

A. Check the "Use Proxy" box and enter the information needed to connect through a Proxy server in your network.





Example of a successful online registration of CardStudio.

Successful Registration

When you copy-paste the correct key you will see that the registration is successful. In this case it is a test key that shows the evaluation time. Click the "Ok" button to start working with CardStudio.

Quick Start Step 3

Design a New Card

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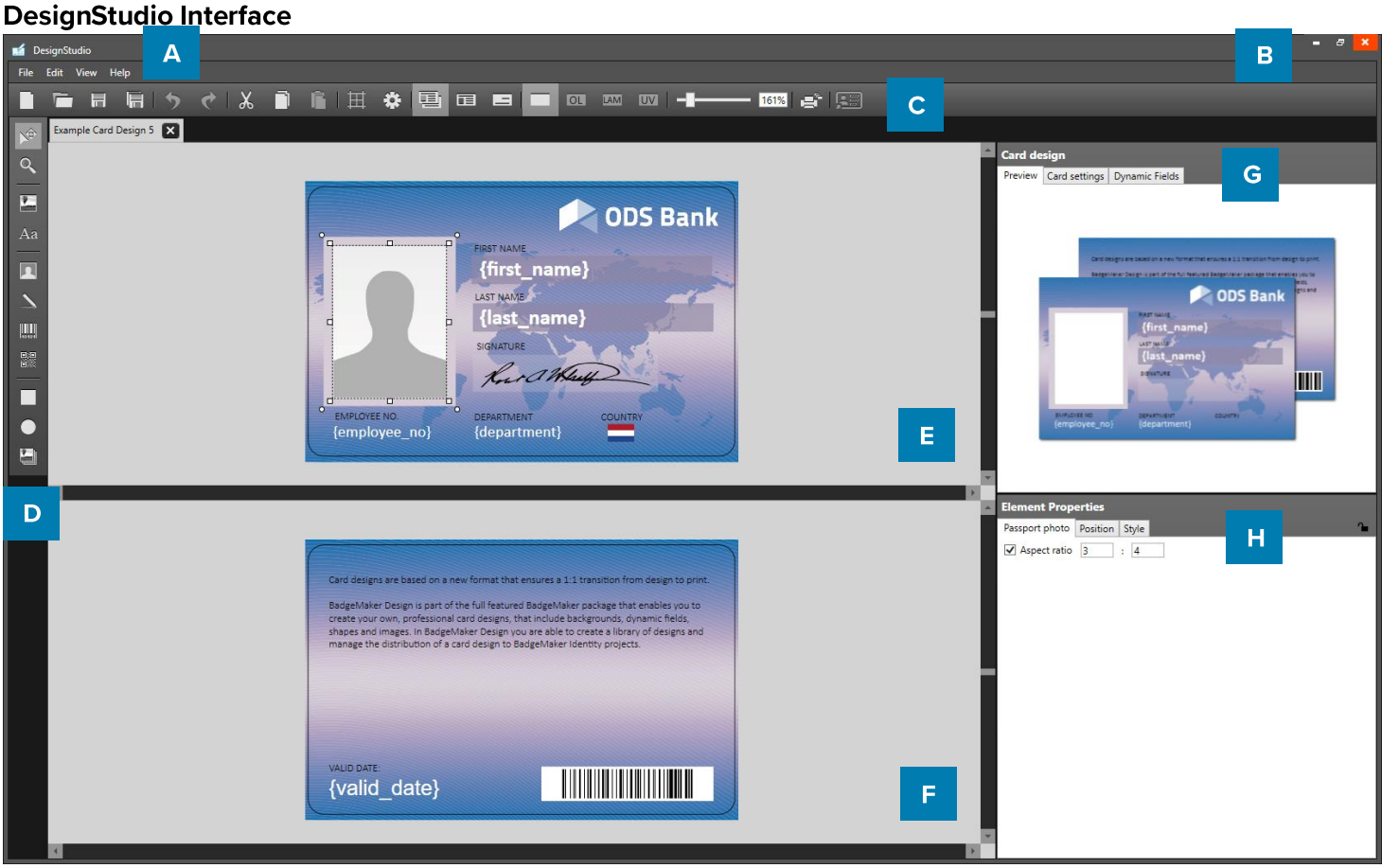
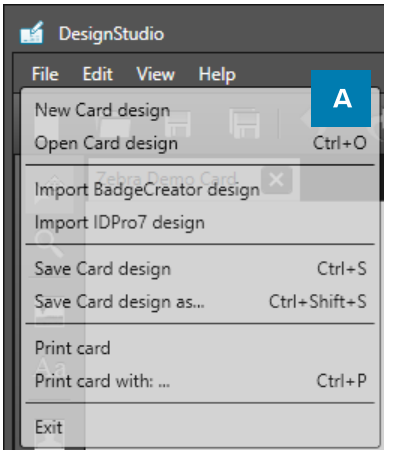
Quick Start Step 3.
Design a New Card

DesignStudio Interface



A. Main menu
B. Window menu
C. Quick menu
D. Toolbar
E. Workspace/Canvas Front
F. Workspace/Canvas Back
G. Card Design:
   Preview / Card Settings / Dynamic Data Fields
H. Element Properties

New Card Design



Go to "File" in the main menu and click on "New Card design".

Or click on the icon below in the quick menu:

When clicking on the new card design link or button a setup window will pop-up.

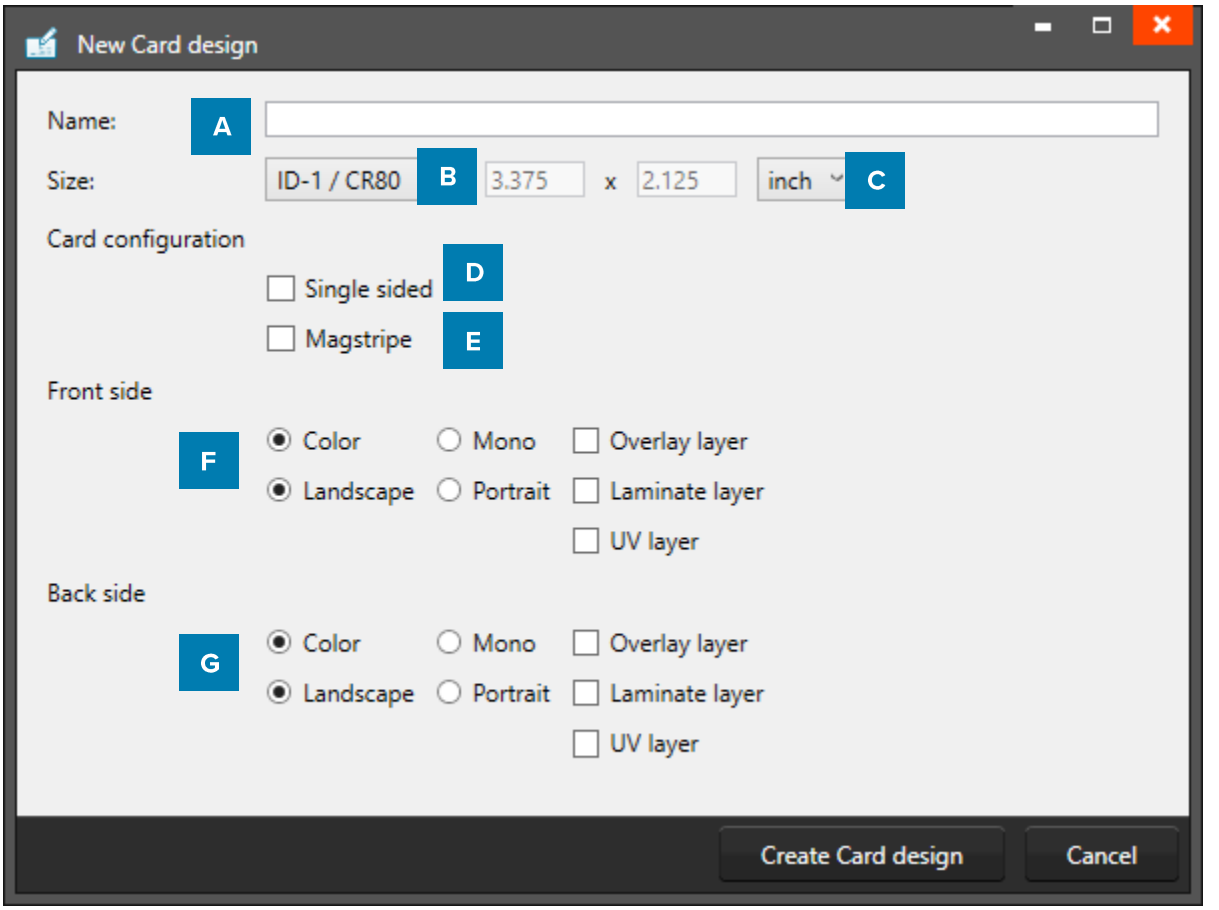


Fig. Example of new card design setup window.

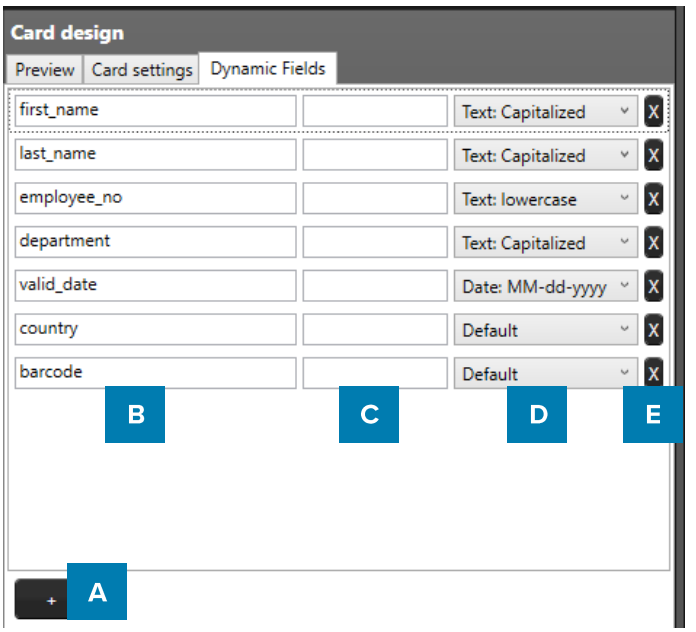
A. Enter the name for the layout. The exclamation mark at the end appears when the field is not filled or the name already exists. The 'OK' button is not accessible until a unique name is given.
B. The size of the card can be chosen from a drop down.
C. Define a custom size for your layout.
D. Check this box if the design is single sided.
E. If you are designing a card with MAGstripe, check this box.
F. Check the ribbon type (color or mono), the orientation of the design for the front and the type of layers.
G. Check the ribbon type (color or mono), the orientation of the design for the front and the type of layers.

Create Dynamic Fields

With the start of a new card design it is important to create the needed dynamic fields for a card design. For example: First name, Last name or Department.

The tab "Dynamic Fields" in the card design view will give a list of the dynamic fields in the layout. When a text element is added to the card design, and the text has a name in between curly brackets, DesignStudio will detect this as a dynamic field name and will be added to the list of Dynamic fields.

The user can delete, change and edit the field names and enter default values to be used as preview.



A. Add a new dynamic field to the list by clicking on the "+" button.

B. Enter a dynamic field name by clicking on it and rename it from, for example, "Dynamic Field 1" to "first_name".

C. It is possible to enter a default value for the fields. For example, the default value for "department" can for example be "Sales".

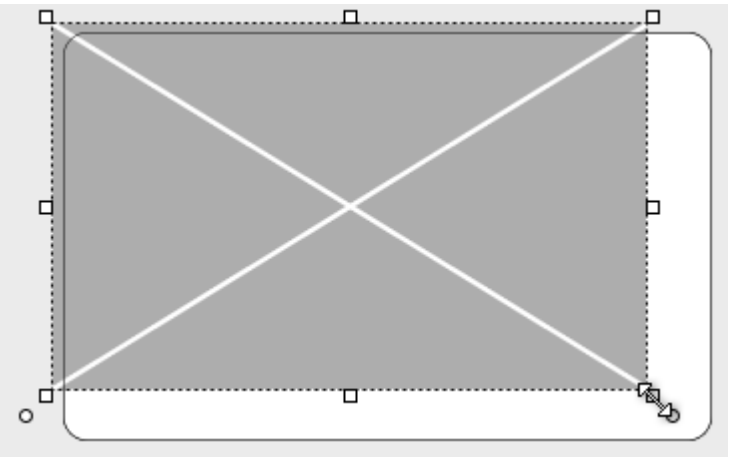
D. A dynamic field can have a certain format, the dropdown menu offers a couple of options. For example, the value of a certain dynamic text field needs to be "CAPITALIZED".

E. Click on the "X" button to delete a dynamic field.

Add a background

A card design starts with creating a background. Select the image element in the toolbar and click and drag the element over the front side of the card.

The image element is used to place an image element in the layout.



Keep the image element selected and go to element properties and click on the "Select Image" button.

The front design now has a background image.
Do the same for the back side of the card.

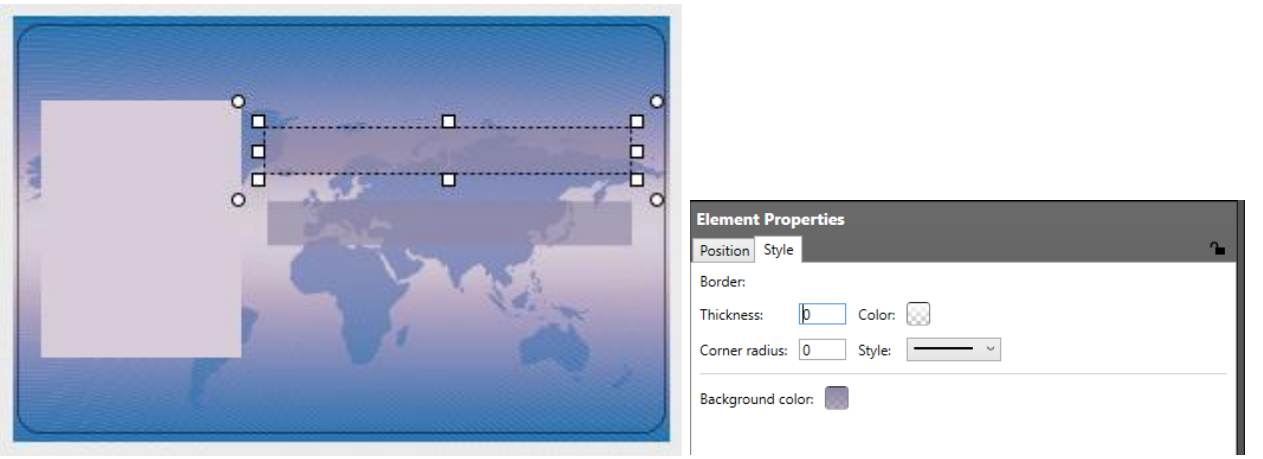
Use the image tool again to place a logo on your card design.

Fig. Image element properties

Add shapes

Add a square shape as frame for the passport photo and two shapes as background boxes for the text.

The rectangular element can be used for frames and boxes in the layout. Keep the shape selected and go to element properties to adjust style like color, border and transparency.

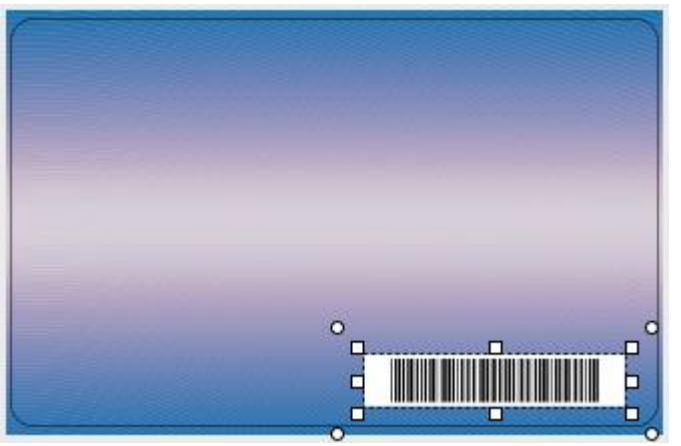


Add placeholder for passport photo and signature

The photo and signature element are used to place a placeholder for the passport photo on the layout. The element can scale within proportions. When the design is used and connected to data in for example PrintStudio the placeholder will replace the dummy image with the real passport photo of that person.

Add barcode

The barcode element is used to place a placeholder for a barcode on the layout. You will be able to scale within proportions. When the design is used and connected to data in PrintStudio the placeholder will replace the dummy image with the real barcode. There are different types of barcodes available to select in the element properties. Barcodes that are scaled too small might not work. Test your barcode in your design with the required data before continuing the production process.



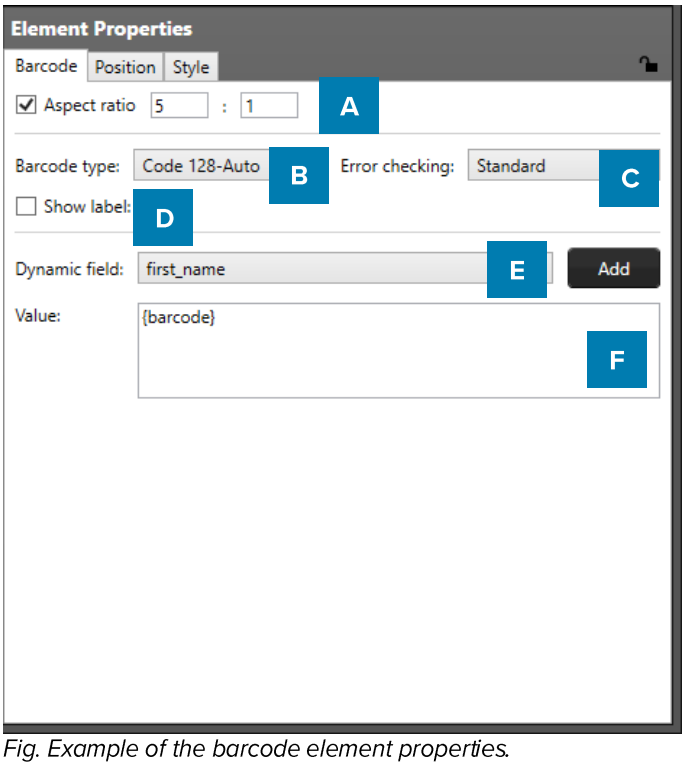


Fig. Example of the barcode element properties.

A. Check box to bind the element to a certain ratio

B. Choose a barcode type by clicking on the dropdown box and selecting the required option available.

C. Select a form of error checking from this list to ensure a correct working barcode.

D. If you want the barcode to show a label with the real data, check the show label check box.

E. Select the dynamic field that you want the barcode to reflect, click the “Add” button to add the dynamic field to the value. You can also type in a value for the barcode.

F. Enter a default value or combine it with a dynamic field.

Add Text

Add all the required text to the card. Add a new element for separate text elements so they can be placed where needed.

The text element can be used for static and dynamic text. Use the Text Element properties to edit and add text and or dynamic text to the box. By clicking on the element and going to Element properties you will see the text editor.

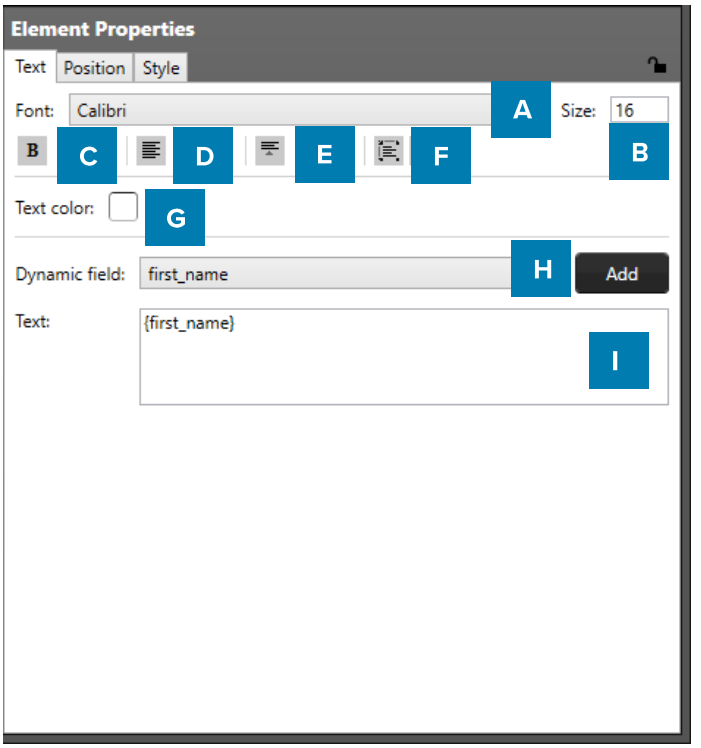


Fig. Example of the text element properties

A. Change font

B. Change size

C. Edit style into **bold**, *italic* and underlined.

D. Outline the text left, center or right

E. Align the text to top, center or bottom of the box.

F. Wrap text automatically or let text be cut of when being too long.

G. Give the text color by clicking on the color box.

H. Choose to add a dynamic field to the text box below by selecting one out of the drop down menu and clicking on the "Add" button.

I. Enter all your text here.

Add Dynamic Logo

Add a dynamic logo element as a placeholder for images that need to be different depending on certain cardholder information. In this design we want different country flags depending on where a cardholder comes from.

The Dynamic logo element is used to place a placeholder for a dynamic logo on the layout. When the card design is used and connected to data in PrintStudio the placeholder will replace the dummy image with one of the dynamic logos.

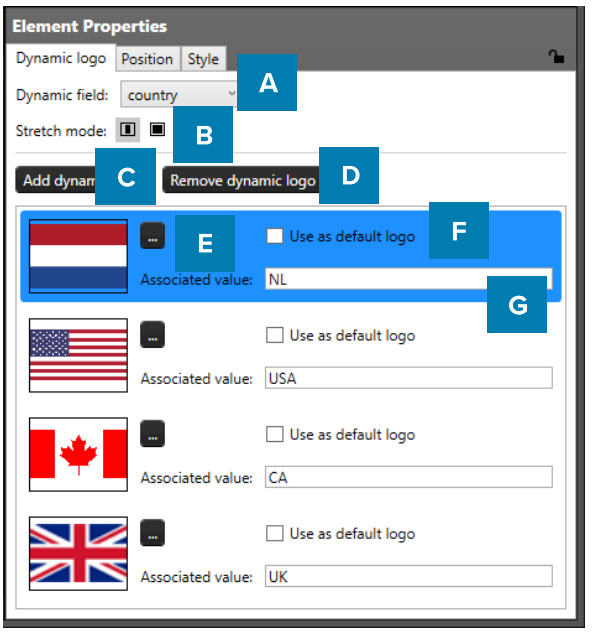


Fig. Example of the dynamic logo setup element properties.

A. Select the dynamic field that needs to reflect the dynamic logo.

B. Select if you want the logo to be the correct ratio or if you want it to fill the whole field.

C. Click on this button to add another dynamic logo.

D. When you want to delete a dynamic logo select the logo you want to delete first and then click on the "Remove dynamic logo" button.

E. Select an image for your dynamic logo by clicking on this button.

F. Check the default box if you want this image to show up as the default dynamic logo image.

G. Add the associated value of your dynamic logo into this field.

Save Card Design

After finishing the card design, make sure to save it. A PrintStudio project can now be created and connected to the created card design.

Quick Start Step 4

Start a new Project

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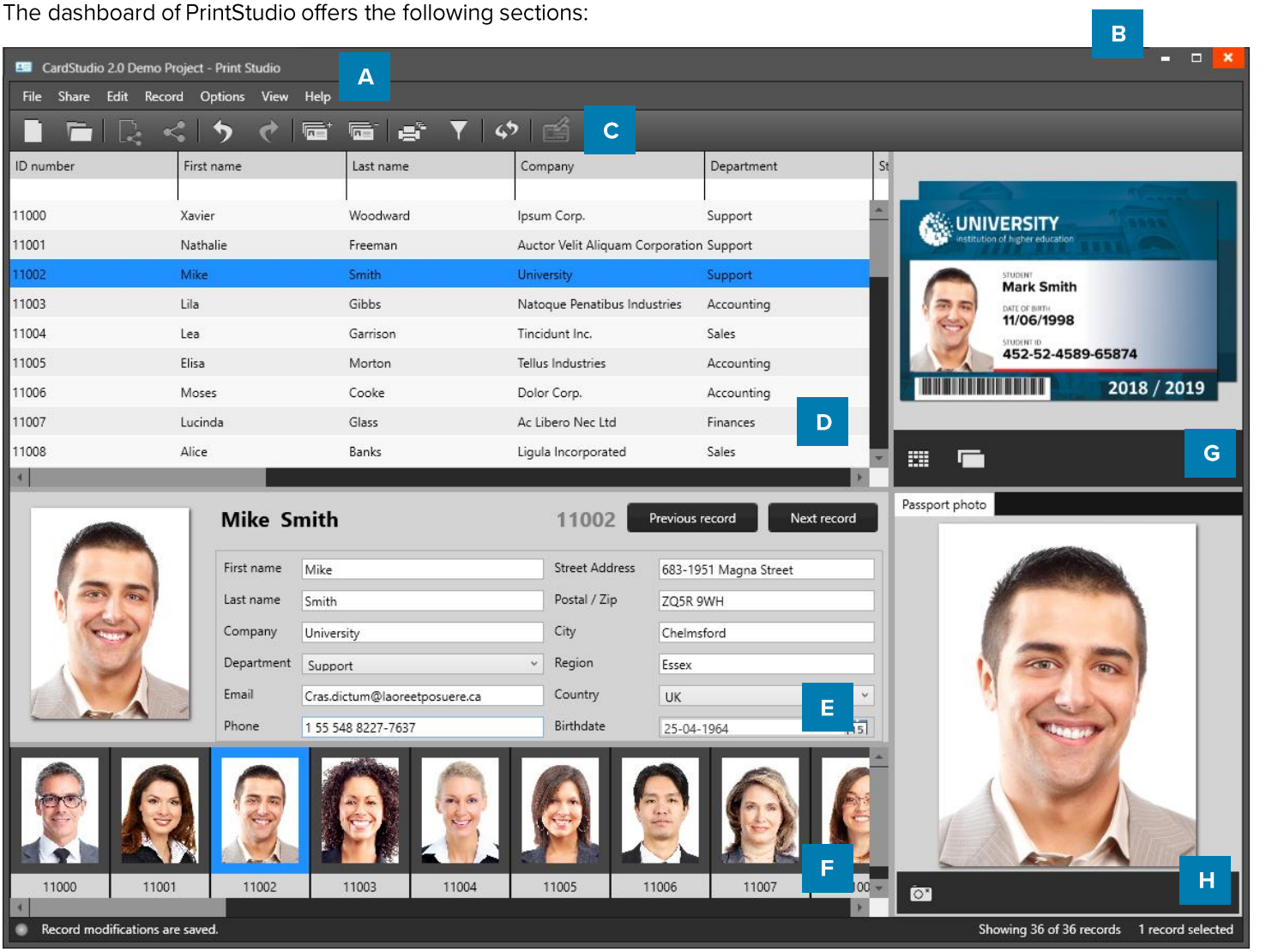
Quick Start Step 4.
Start a new Project

PrintStudio Interface

The dashboard of PrintStudio offers the following sections:



Example of the PrintStudio dashboard overview

A. Main menu
B. Window menu
C. Quick menu
D. Grid view
E. Detail view
F. Photo slider view
G. Layout gallery and layout preview
H. Add and Preview Photo and/or Signature

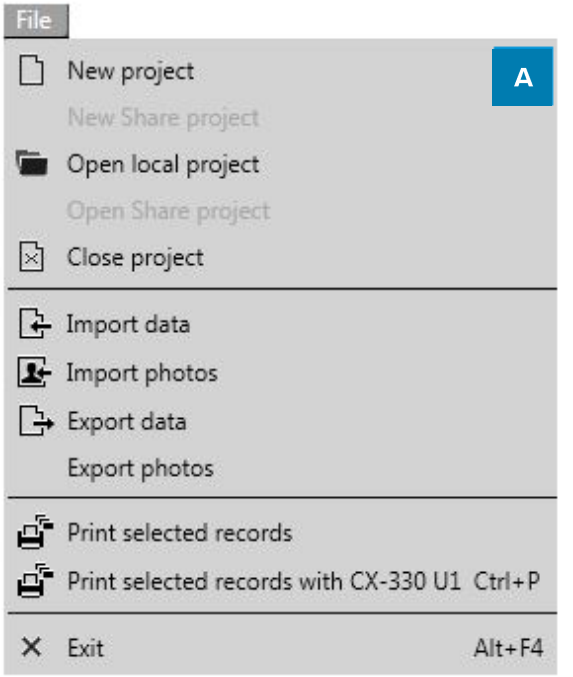
New Project

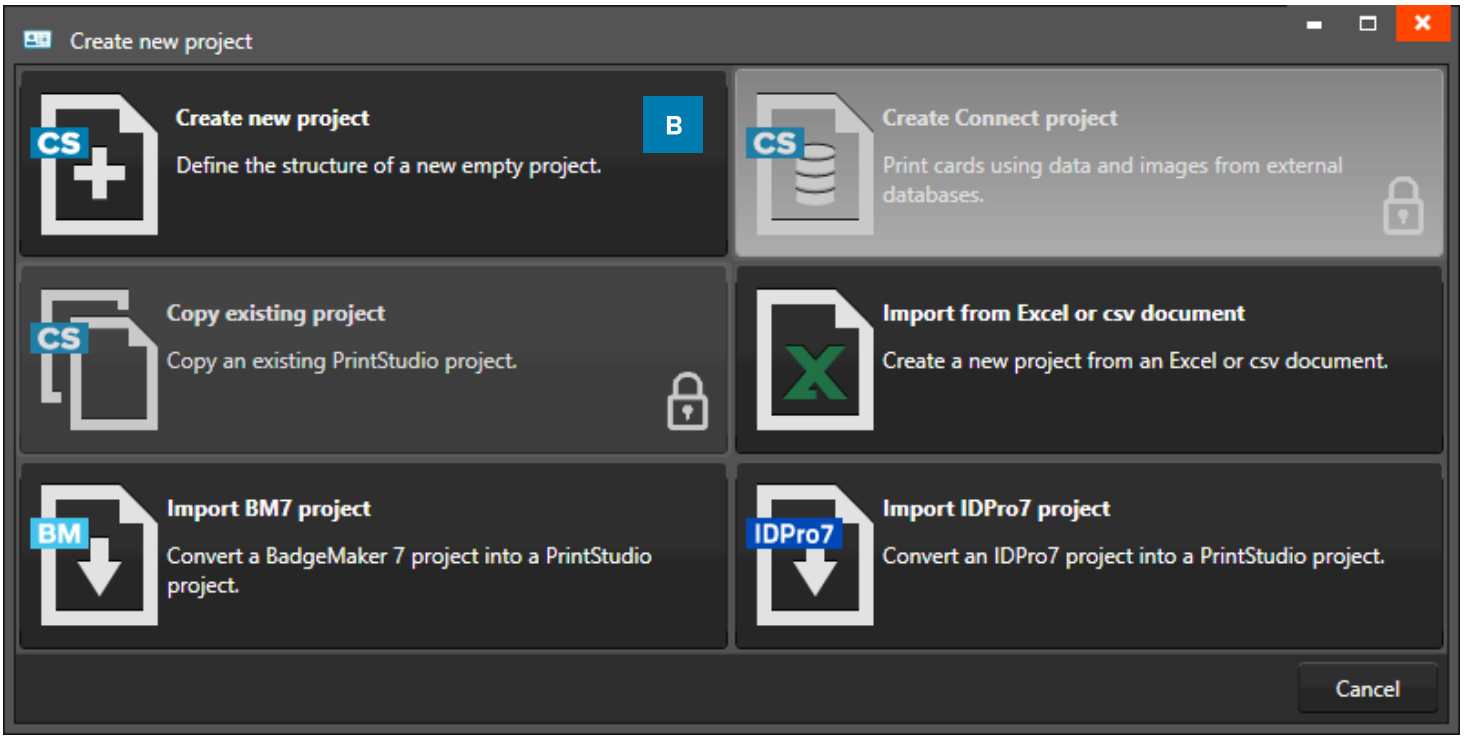
A. Go to File in the main menu and click on “New”.

Or click on the icon below in the quick menu:

When clicking on the “New project” link or button a “Create New Project” window will pop-up. You can select one of the six options to start a new project.

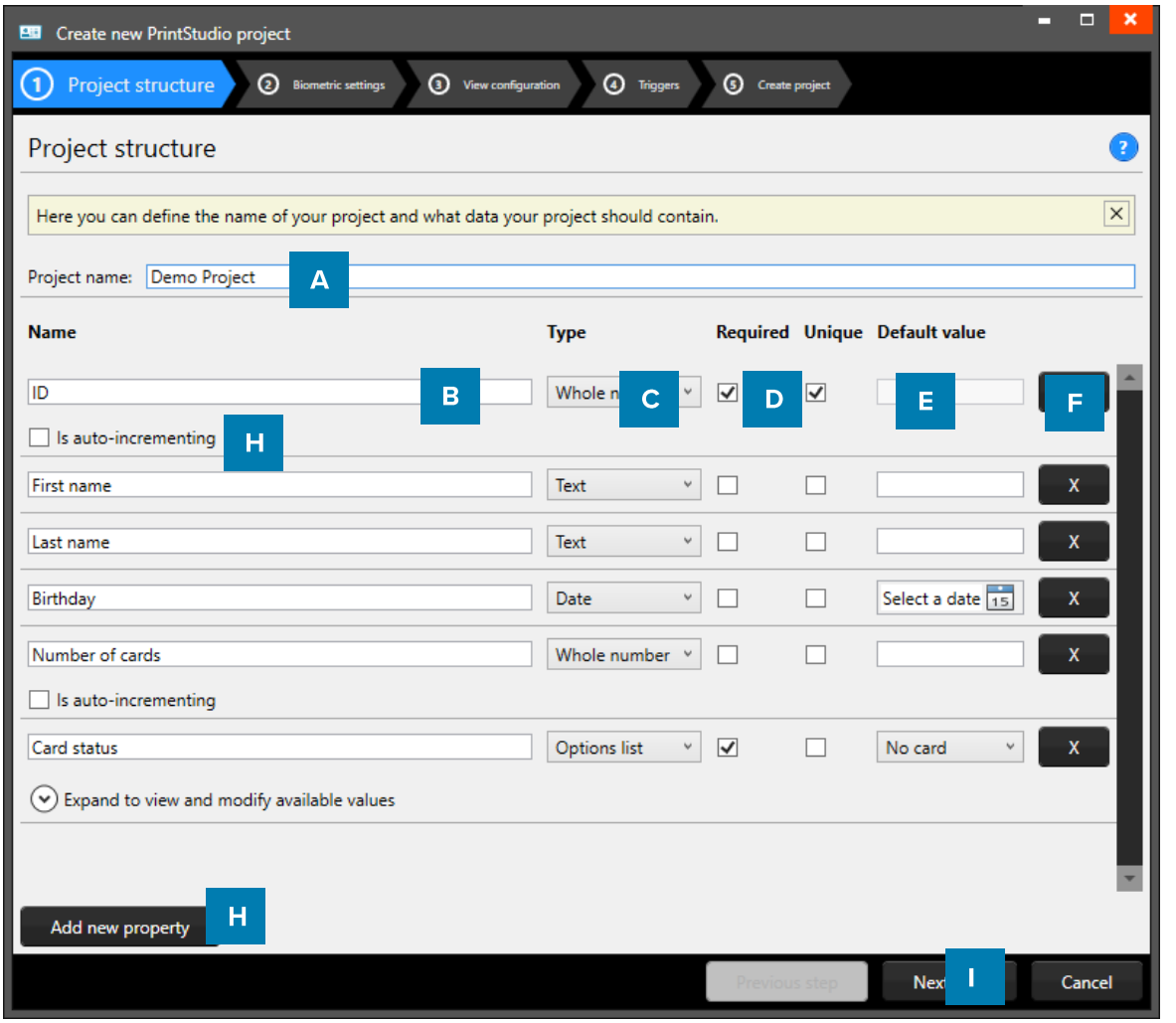
This Quick Start Manual will show you how to set up a complete new project. Click on “B. Create a New Project”.





Create a New Project

Click on Create a New Project if you want to start with a blank data grid and setup your own database field names.



Example of Step 1. New project: add Project Data columns

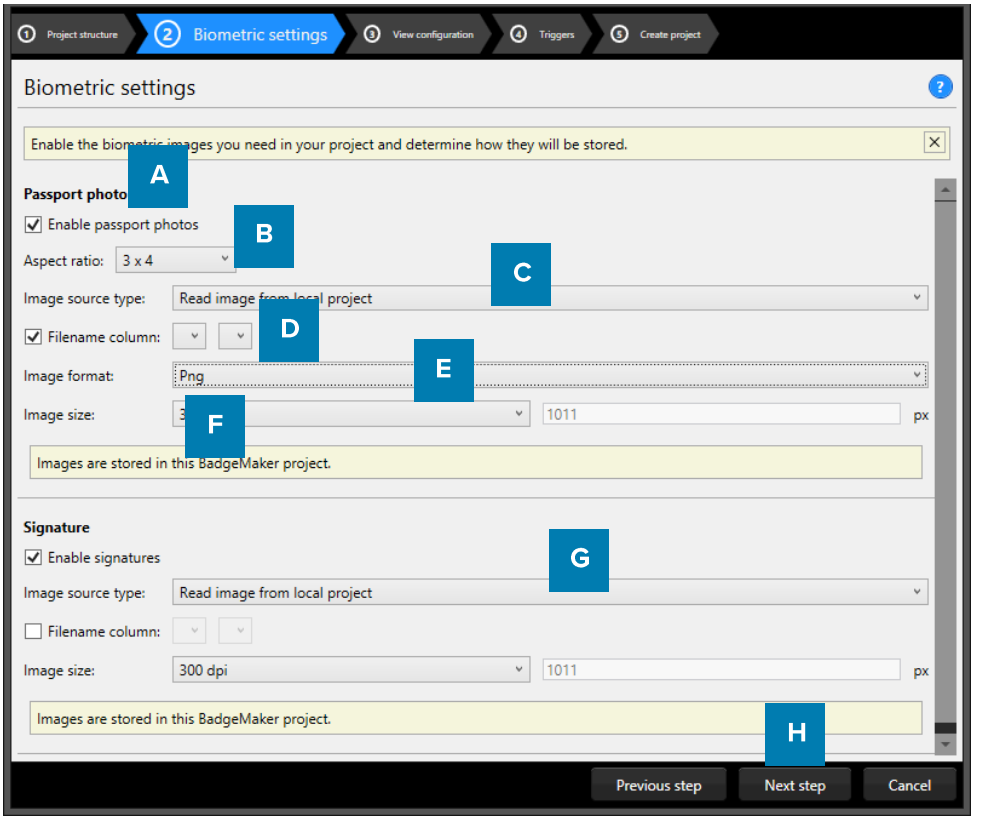
1. Project Structure

Setup the project structure by adding the project data fields.

A. Type in the name for your new project.
B. Put in the database field name
C. Set the data type. Select if the data are number or text for example.
D. Check these boxes if the field needs to be "Required" and or "Unique".
E. With the default input field, you can add a standard value to your data field, existing empty fields and new records will automatically get the default value you add to this data field.
F. Click on the "X" button to delete a data field from the project structure setup.
G. Enable auto-increment
H. Click on the "Add new property" button and add and describe the data field names you want to use in your new project.
I. Click on the "Next step" button to go to step 2. And configure the detailed and gallery view

2. Biometric settings

During step 2. you are enable the biometric images you need in your project and determine how they will be stored.



Example of step 2. New project: Biometric settings

A. The box for passport photos make photos visible in the project and enables you to add photos.

B. After checking the box, you can determine the ratio of the photo.

C. Select how and where photos will be saved within your project.

D. Check this box if you want to use data columns to represent the filename.

Example of photo's that have filenames corresponding with their ID number.

E. Select the image format (png, jpg or bmp) that the image needs to be saved as.

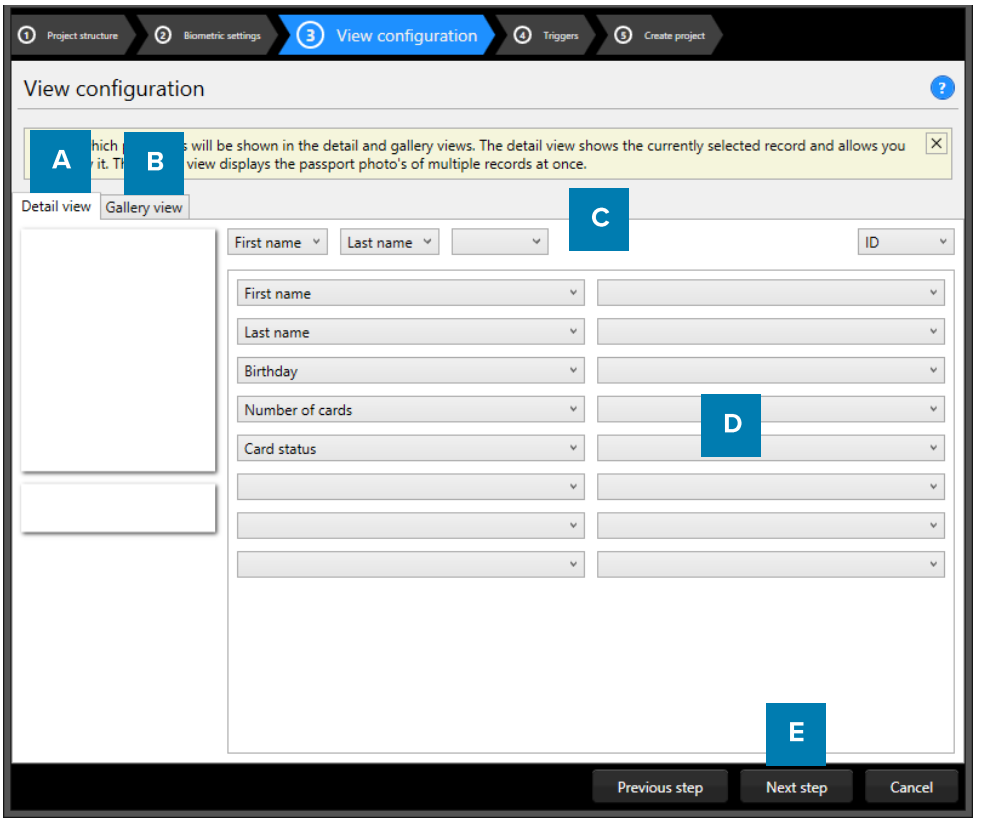
F. Here you can select what size the photos need to be saved as within your project.

G. The box for the signature makes signatures visible in the project and enables you to add signatures. The signature section works the same as the Passport photo section above.

H. Click on the "Next step" button to go to step 3. And configure the detailed and gallery view

3. View configuration

During step 3. You can choose for the default configuration or adjust the setup for Detailed and Gallery view.



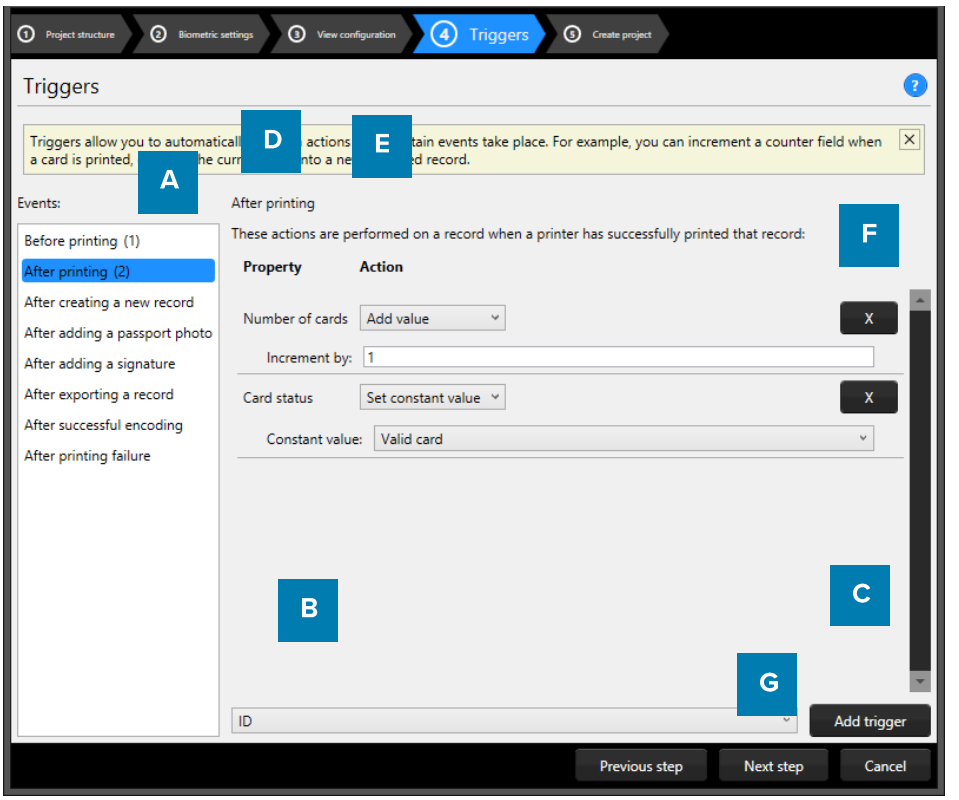
Example of step 3. New project: view configuration

A. Tab to configure Detailed view showing specific card holders information.
B. Tab to configure Gallery view showing card holders photos.
C. Setup the title for the detailed view.
D. Setup the information that will be shown in the detailed view.
E. Click on the "Next step" button to go to step 3. And add triggers to the project.

Example of the A. Detailed view and the B. Gallery view

4. Triggers

Step 4. Allows you to setup trigger for your project. Triggers can be used to automatically change data in your project on a certain condition or event.



Example of step 4. New project: Triggers

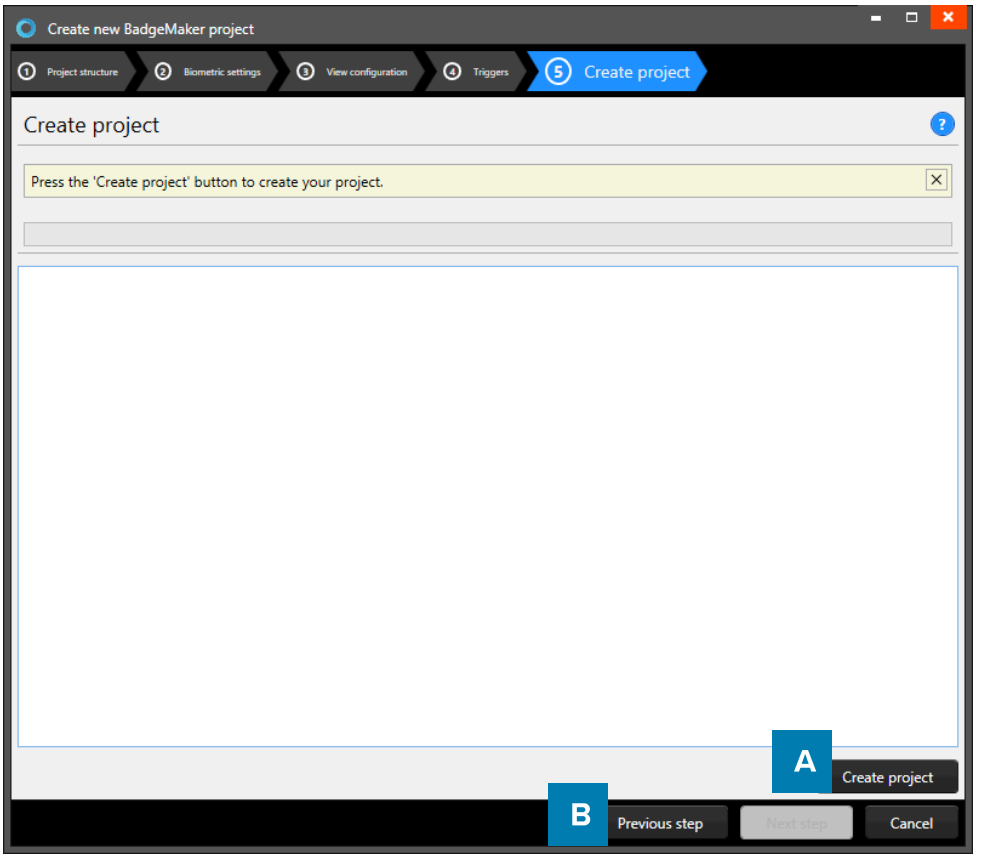
A. Select one of the events from this list and add specific triggers. PrintStudio will automatically wait for the event to occur before performing the action that is linked to the trigger.
B. All data columns of the new project are listed. Select one of the columns in order to link a trigger action to it.
C. Click on the "Add trigger" button to add the trigger to the data column and specify the Trigger with events and actions.
D. The property shows you the selected data column.
E. Select the action you want to connect to the data column from the drop-down menu and define the action.
F. Click on the "X" button to delete a trigger from an event.
G. Click on the "Next step" button to go to step 4. And create the project.

Define the action that is performed once the event has been met. Some actions are only available for specific columns (for example, incrementing number values can only be done on Number type columns). All changes need to be saved before they become active. Understand that Triggers might cause your original data to change, so make sure no vital data is lost when working with Triggers.

5. Create project

During step 5. The application will start creating your new project after you click on the A. “Create project” button. If there are problems read the feedback provided and click on the B. “Previous” button to go back and make the needed adjustments.

You are now ready to start adding records to your data grid.



Example of step 5. New project: Create project.

Add Records

Records are single data rows that contain all the information of one person. There is a button for adding and deleting a record manually. (To add multiple records, choose to import an excel file for example.)

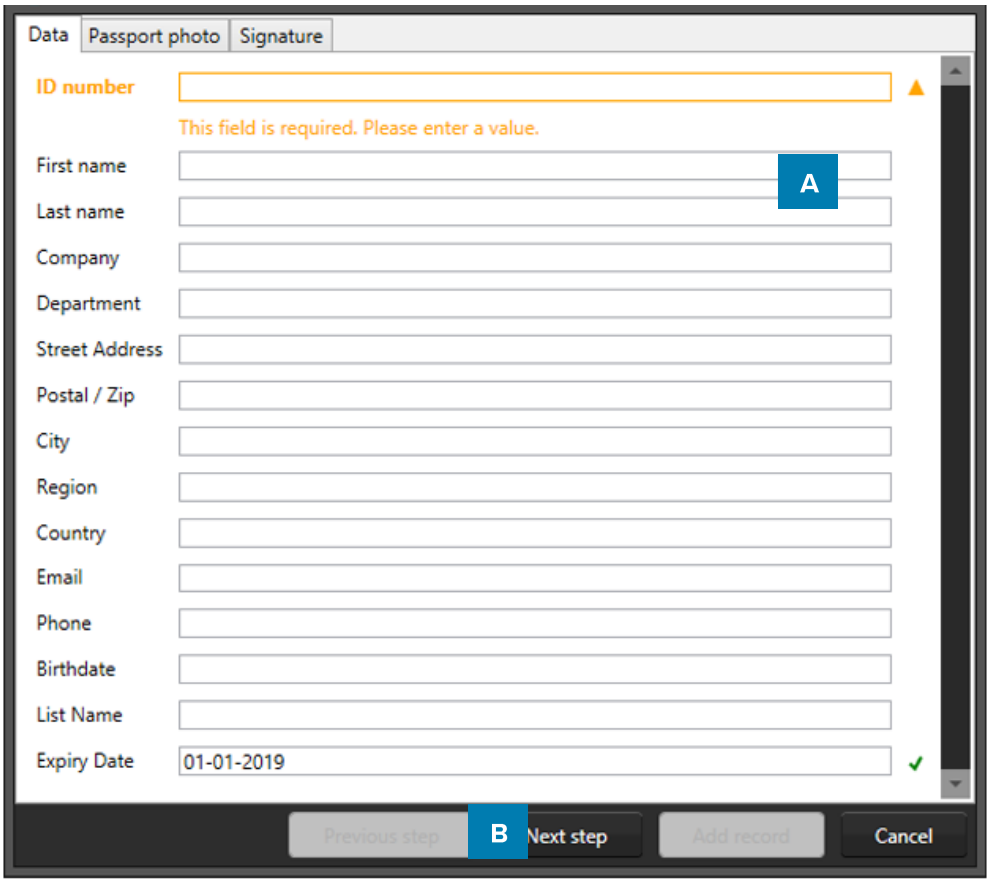
Add a new record

If you add a record a new pop-up window will appear to enter the new record. The entry form allows the user to enter the data and Capture Photo and/or Signature.

1. Information

A. Enter the needed information for each field and click on the

B. "Next Step" button.



Example of the information tab when adding a new record.

2. Photo

A. Select the source of camera you want to use from the drop-down menu. You can choose to use your web cam or a TWAIN camera that you installed and connected to your computer.

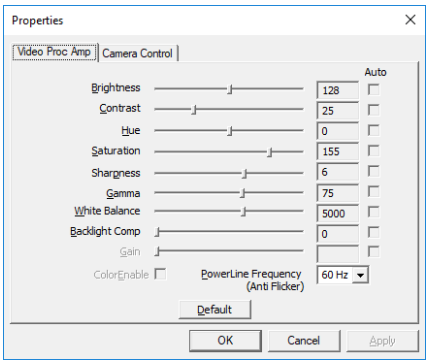
B. Click on the "Start automatic capture" button. The application will detect your face automatically and take three pictures. You can select one of the three pictures to add to the new record.

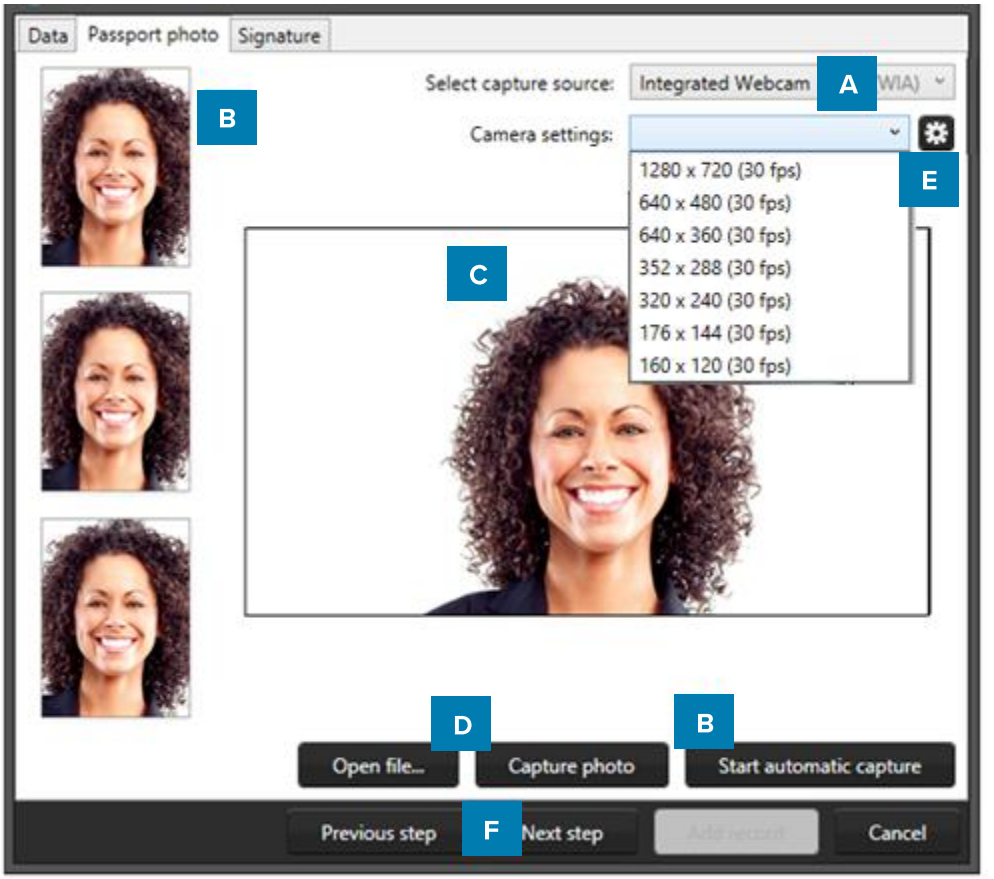
C. The Photo functionality will show you the camera view.

D. Click on the "Capture photo" button. The Photo functionality will show you the camera view. You are also able to upload an image from your computer. Click on the "Open file..." button to select an image from a file.

E. To change the camera setting click on the drop-down to select the capture resolution and click the settings icon to adjust more settings. These settings can be different depending on the camera.

F. "Next Step" button.

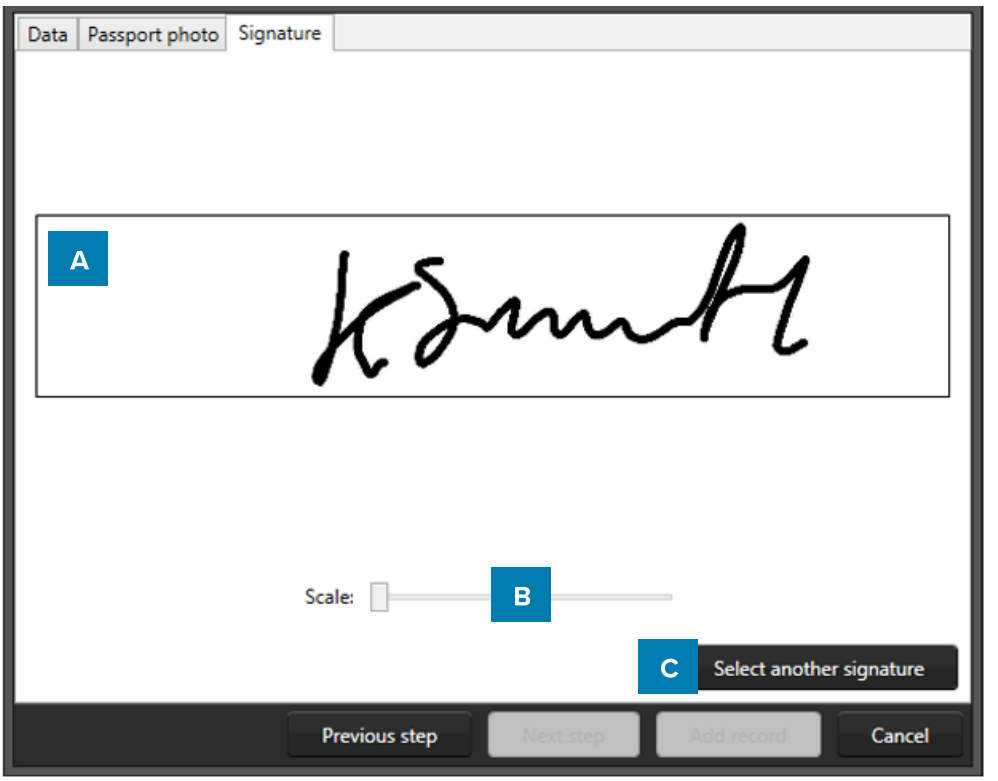




Example of the photo tab when adding a new record.

3. Signature

A. Connect the signature pad to the PC. Use a signature pad to write a signature into this field.
B. Scale the signature using the slider.
C. Select a signature from file.



Example of the signature tab when adding a new record.

Quick Start Step 5

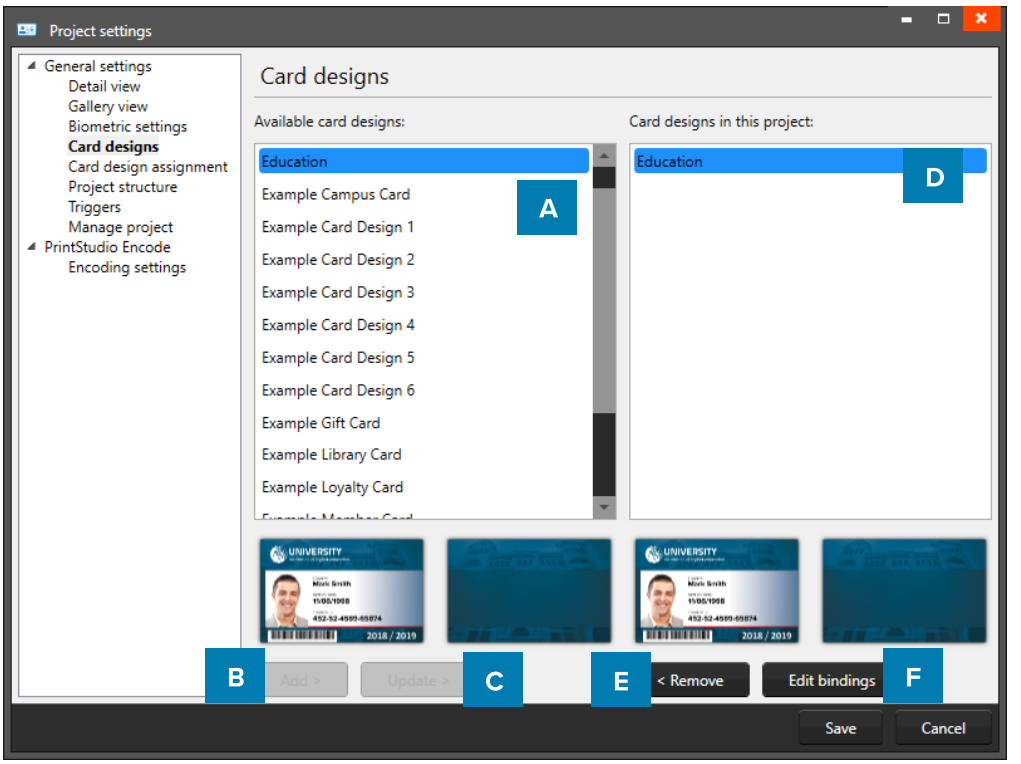
Add your card design to your project

ZEBRA

Quick Start Step 5.
Add your card design to your project

Add Card Designs to a new Project

To connect your DesignStudio card layout to your project, go to the main menu, click on "Edit" and then on "Project Settings". Go to "Card Designs" for adding and managing card designs to your project.



Example of the Project settings: Card Designs

A. Select one of the available designs

B. Click on the "Add" button to add the design to your project.

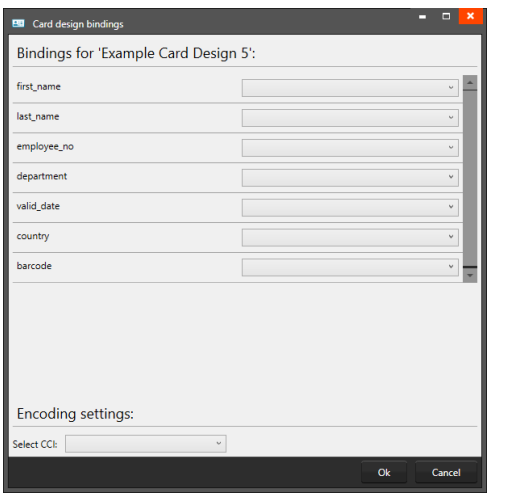
C. If you already have a certain design you can choose to update it by clicking on this button. Any change made to the design will be updated after clicking on this button.

D. If you want to remove a design from your project select one of the designs in this list.

E. Click on the remove button if you want to delete one of the selected designs from your project.

F. Select a design and then click on the "Edit Bindings" button if you want to edit the bindings for the dynamic data of the card design.

The data binding tool is a powerful option in PrintStudio. When you add a new layout or update a layout you will be prompted to create the data bindings. Dynamic fields used and created in your layout may differ from the naming or spelling of a name that exists in your Project database. Therefore, you will be allowed to create the data bindings. The dynamic fields that are created in the layout are presented to the left and you can bind these dynamic fields to the database fields. The tool will create the bindings for you that are obvious: if they are the same or as they were bonded at the previous update; of course, you will be able to modify the bindings and confirm these settings. The new or modified layout will be available in the dashboard of PrintStudio.



G. Preview of a selected Card Design.

Link Card Design to Record

You now want to link your records to your Card Design, so you can print a card.

When a data record is selected click on the “Link” button of one of the card designs in the Card Designs Gallery view to connect the design to the record. To change the connection to a different lay-out the user can click on the “Unlink” button and link another design. It is possible to select more data records at the same time and connect the selected records to a lay-out. Use CTRL+A, + CTRL or +SHIFT, Use CTRL+A to select all records.

Quick Start Step 6

Select records and print

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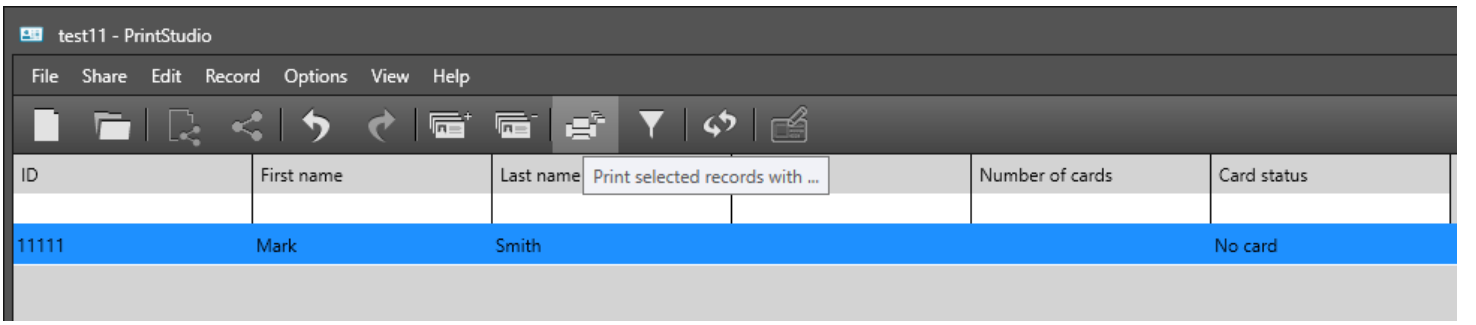
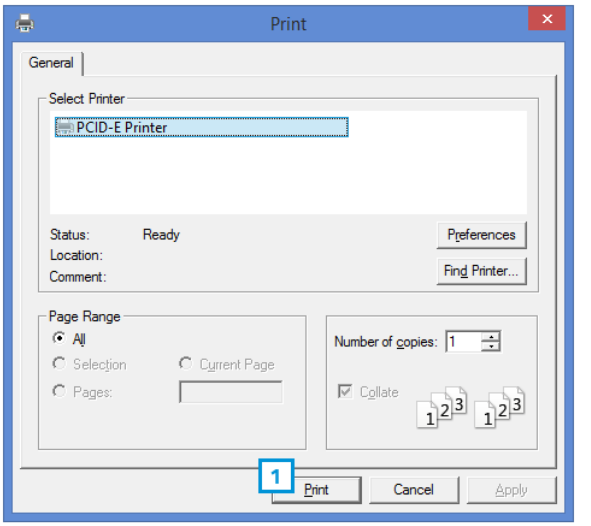
Step 6. Select records and print

Print records

To print a certain record, select it and then click on the print button in the quick menu or go to File and click on the print link.



1. A print window appears, and you can select the printer you installed for the card printing process. This manual does not describe the installation of printers. Please refer to the Zebra Card Printer manuals for further information on these devices. After you select the printer you click on the "Print" button.



Example printer setup window.

2. A print progress window will pop up that will show you the progress of the cards that are being printed.