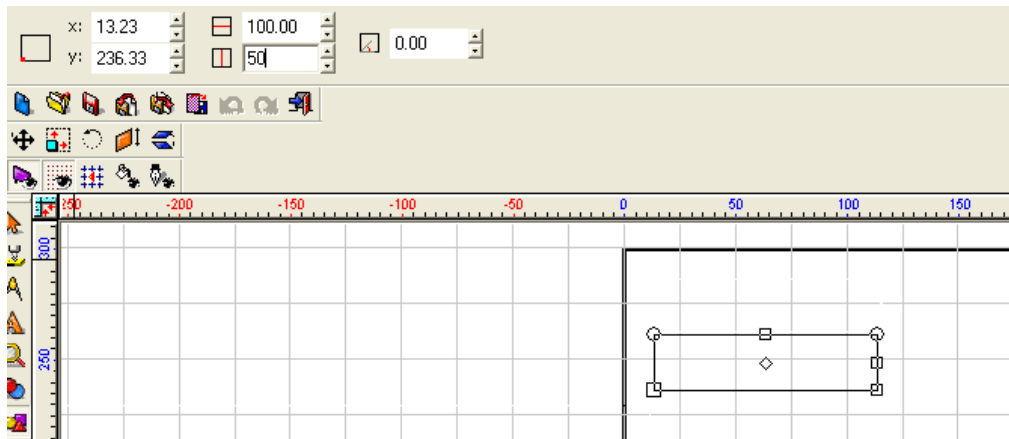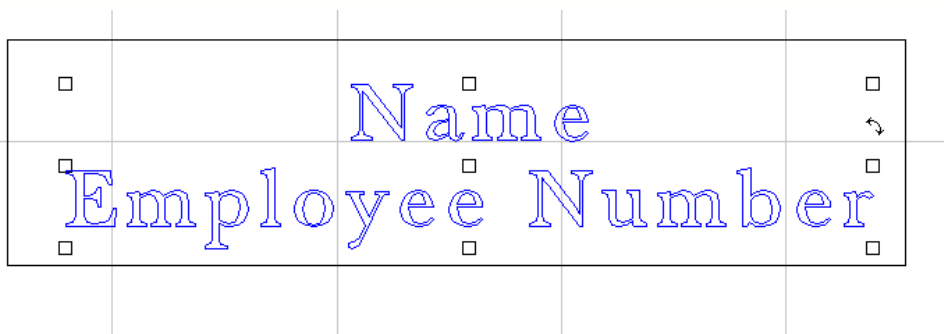<u>Badging and Serialisation</u>

To create a badge format or serialisation using Engravelab follow the instructions below.

1. First create the shape of your badge, for example the figure below shows a rectangle to the size required.
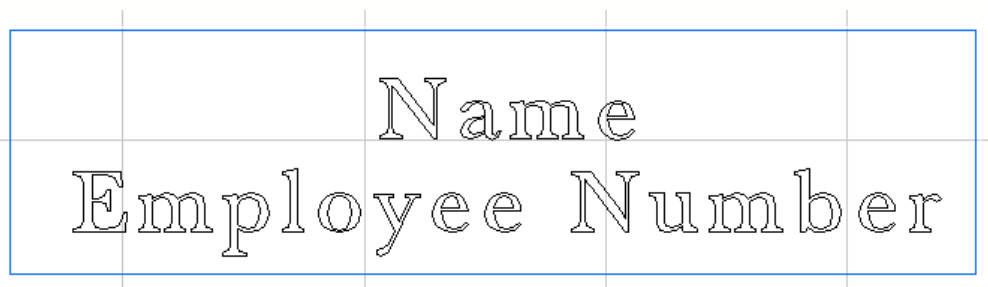

2. Add your text and position it where you want the text to be aligned. If you want to do serialisation on part of this put the field name here.
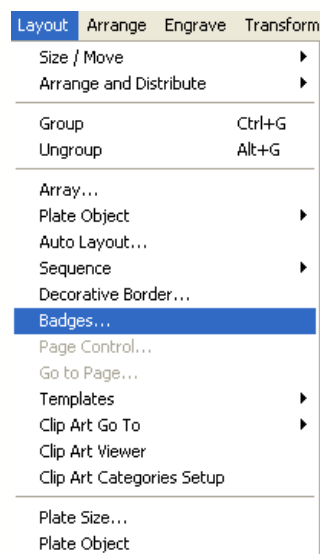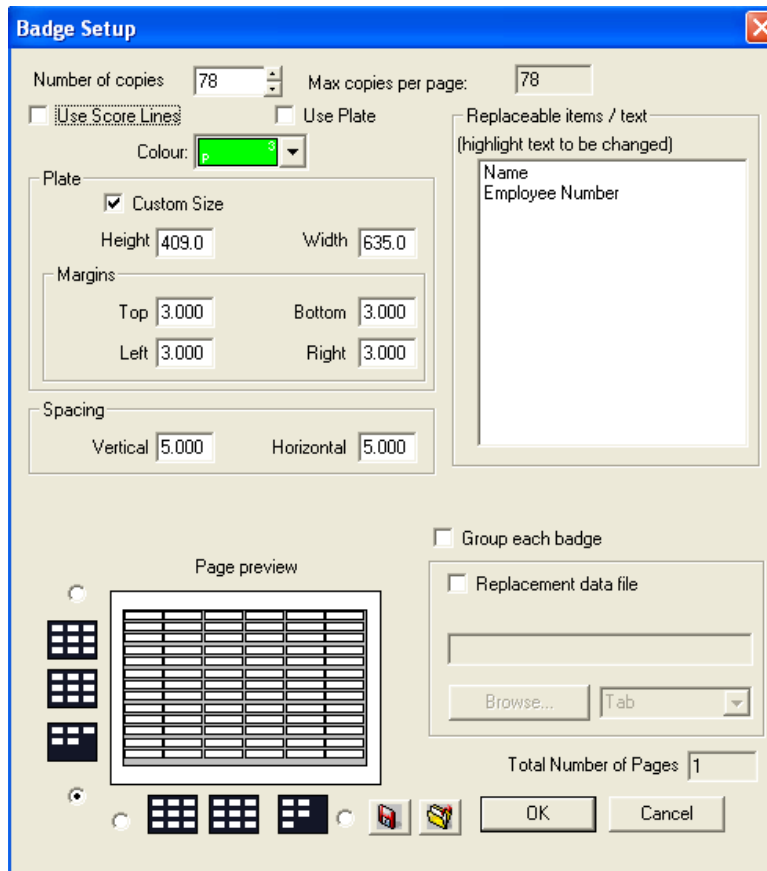
3. Highlight just the badge, for this example it's the rectangle. Once this is highlighted change the colour of this to P2 using the palette at the bottom of the page. Your badge should look like this.

4. Press F3 and move your mouse curser to Layout and select Badges.

5. A new box opens up called badge setup. Firstly we must look at the plate size. Change this to the size you are using for example 409 x 635 can also add the margins and the spacing between each badge. Once this is complete it will now tell you at the top of the screen how many badges will physically fit on your plate. Select how many you want to do.

Badge Setup

Number of copies 78   Max copies per page: 78

☐ Use Score Lines   ☐ Use Plate

Colour: [green]

Plate

☑ Custom Size

Height 409.0   Width 635.0

Margins

Top 3.000   Bottom 3.000

Left 3.000   Right 3.000

Spacing

Vertical 5.000   Horizontal 5.000

Replaceable items / text
(highlight text to be changed)

Name
Employee Number

Page preview

☐ Group each badge

☐ Replacement data file

Browse...   Tab

Total Number of Pages 1

OK   Cancel

6. If you want to do just one badge repeatedly click ok, and you have you badges ready. Now move to point 11.
7. For serialisation highlight the fields you want to change. For example in the figure above it has name and employee number highlight both. You can now add a file with the names and number or you can fill them in individually. Click ok when all are highlighted. Add your text in the box below
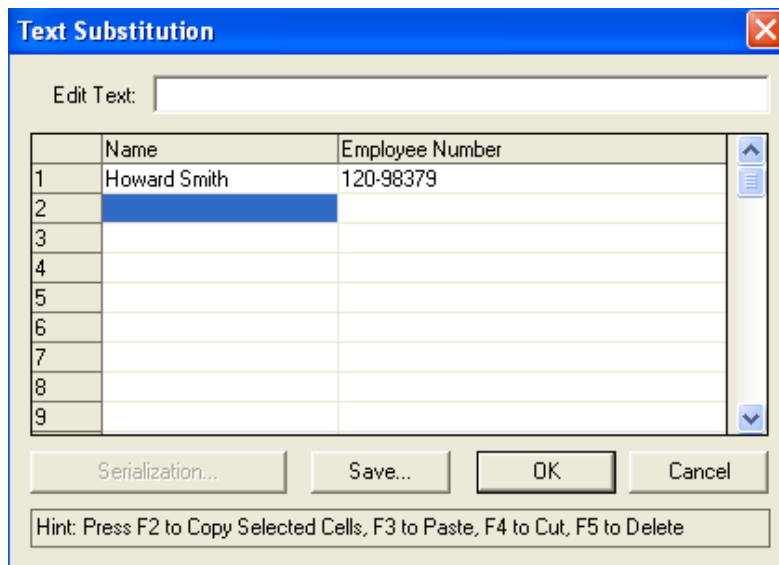
8. Left click on Employee Number and the button serialisation becomes active at the bottom of the screen, left click on it.
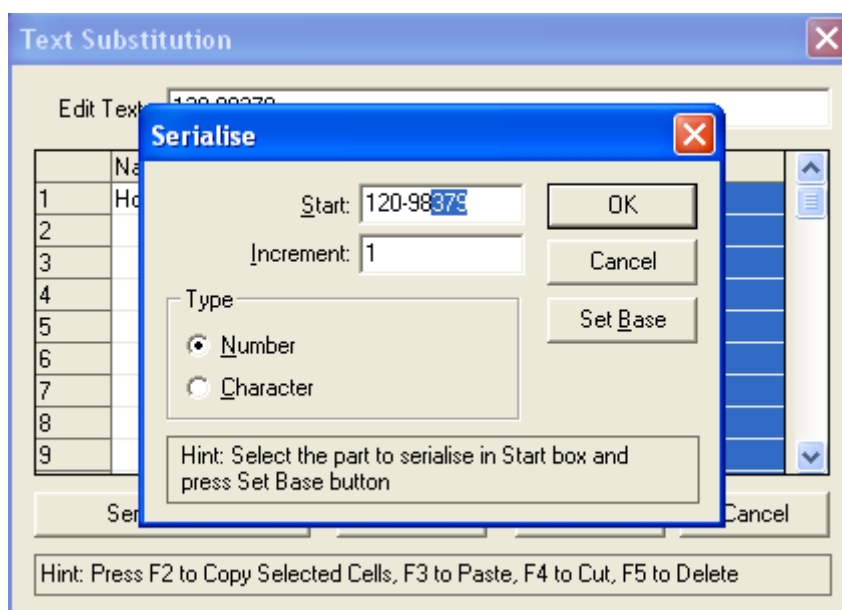
9. Highlight the part of the number you wish to increase. Put the increment for example 1 and click on set base, now click ok. Check it is how you want it and click ok again.
10. It now shows all the badges on your page with the serialisation.
11. To stop the rectangle or your badge shape from being engraved, you can now turn the blue layer off. To do this move your mouse to the palettes at the bottom of the screen move to

P2 and hold down Ctrl and left click on it. The outline of the badge itself now has cracked lines in it.
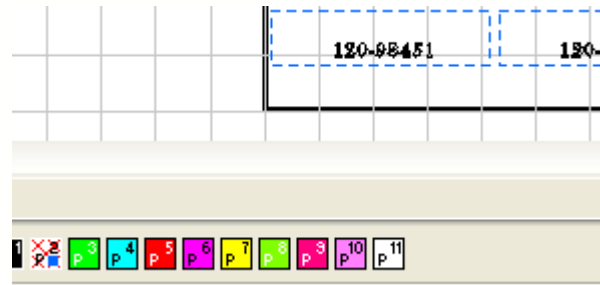
12. Press F3 to select all and send the job to the machine