

# System I-Color

Customisation and production of Badges

Getting started with I-Color System Basic Light

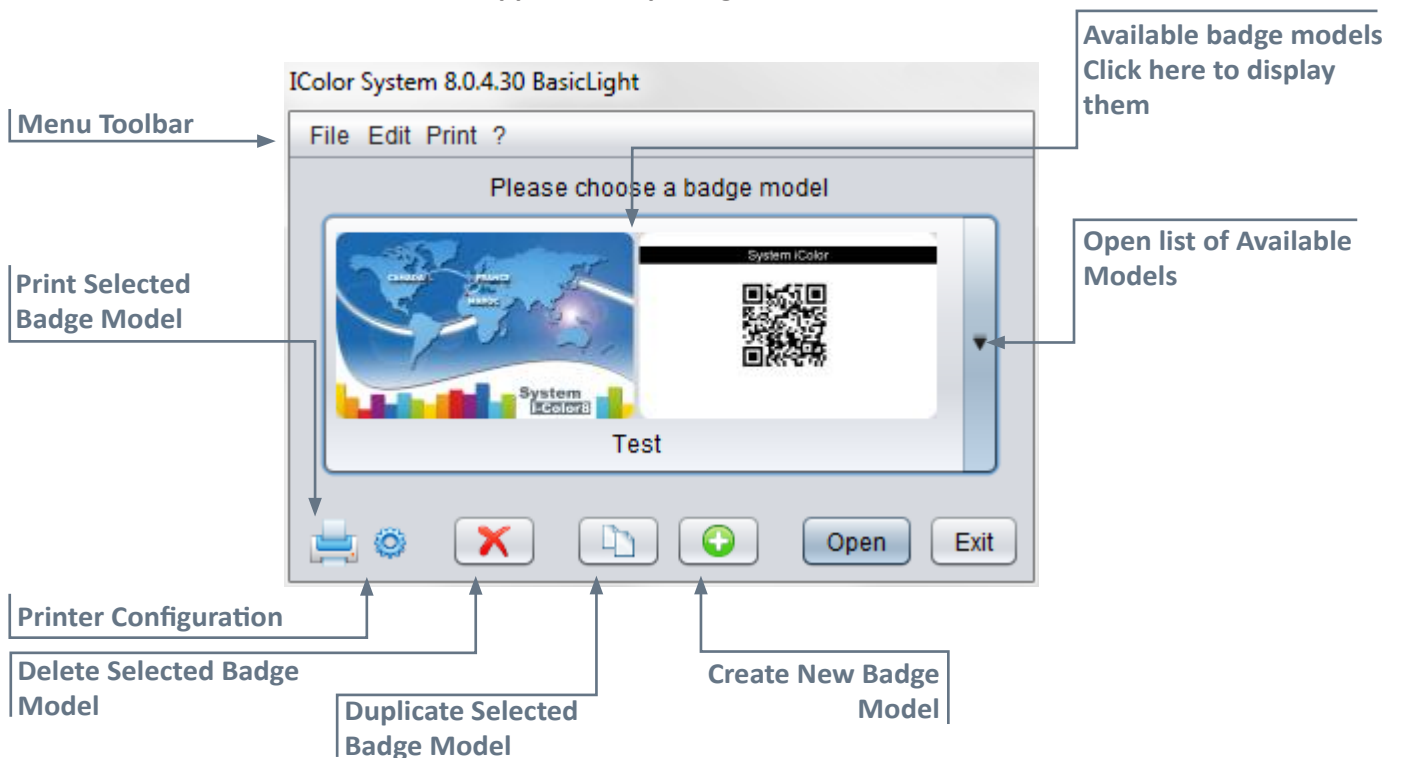


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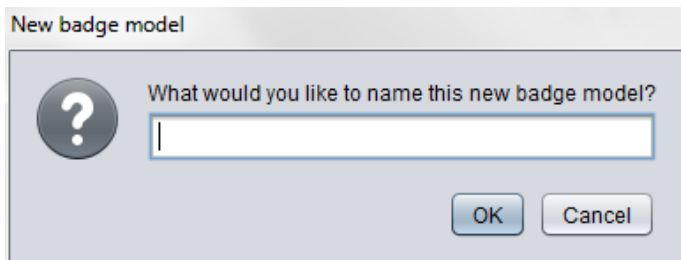
## 1. Creating a Badge Model


Application opening window

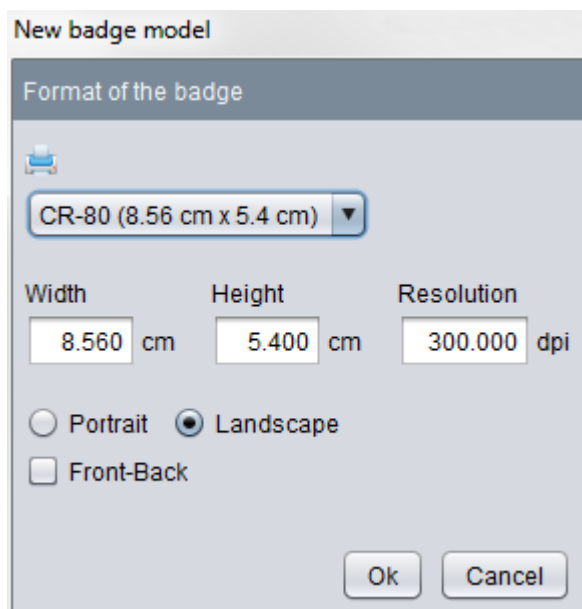



### 1.1 Configuration of Badge Format

Click on button 




Enter the name of your badge model then validate by clicking on 



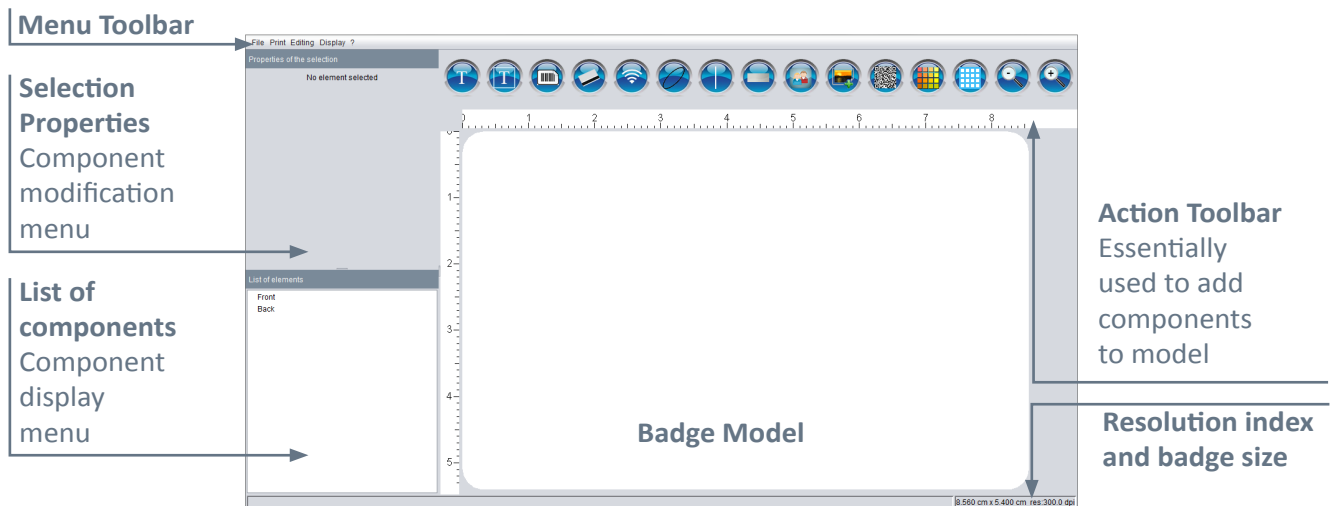
 The Software, by default, is set on credit card format (CR 80) and badge printing in portrait layout.

Configure the badge model according to your requirements.

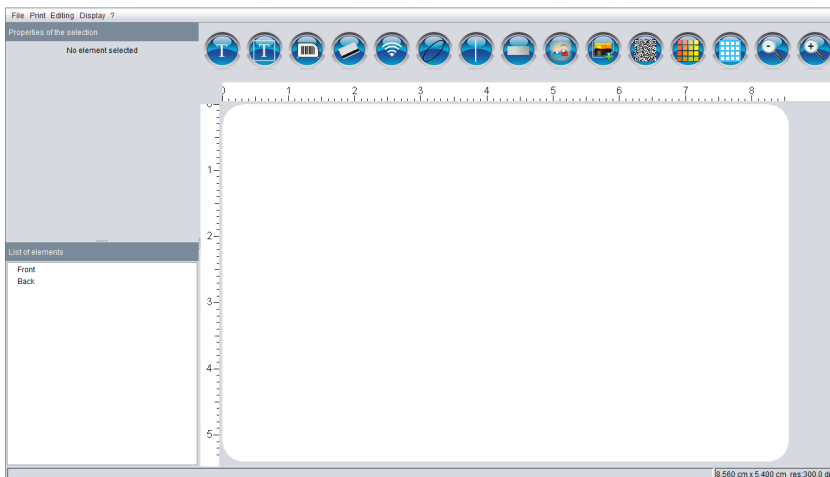
 You can now change the dimensions of the badge (length, height, resolution), the print orientation (portrait, landscape) and the back-front mode (if your printer does not have a back front module, I-Color will suggest that you turn your support over to print the back).

Then click on 



## Modeller Visual Image



## 1.2 Designing your Badge Model



You can open the badge editing window. Initially, we advise you to zoom out from the model for better overall rendering.

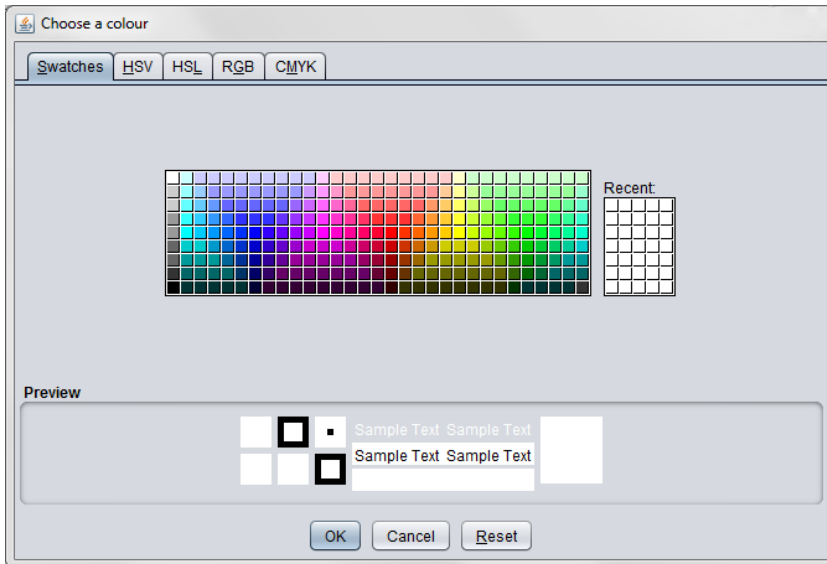
Zooming in  and zooming out  are controlled with the buttons at the top right corner of your editing window. Click on the buttons as many times as necessary to obtain the view you want.

### 1.2.1 Adding a badge background

#### 1.2.1.1 Colour

 When you have set up your badge configuration, the software will display a blank badge.

To add a **Badge Background**, click on this button  a window will open and offer you a varied choice in the **Color Panel**.

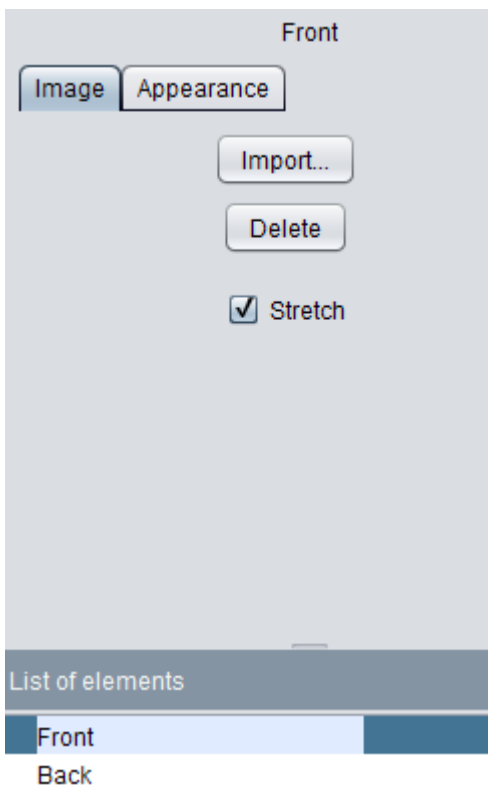


- Choose the badge background.
- Click on **OK** to finalize the action.

Your badge now has the desired colour.

### 1.2.1.2 Image


To add an image to the badge background, go to the **List of Components** Menu.

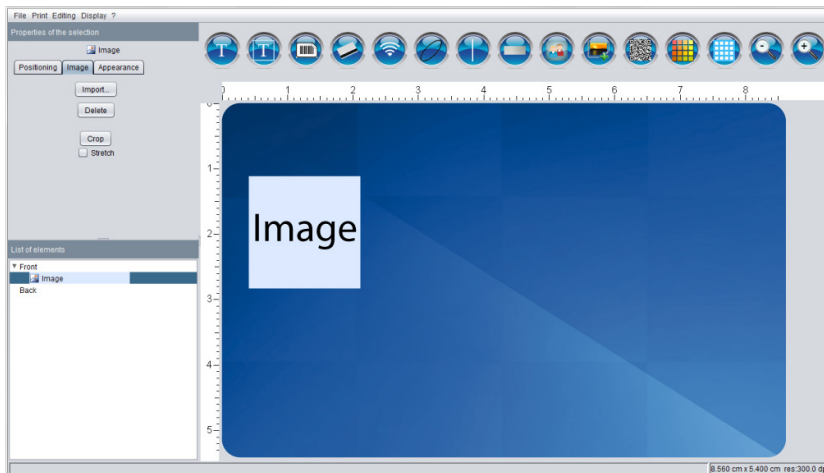


- Click on Front or Back as needed.
- The **Selection Properties** Menu appears at the top left. Then select the Image tab.
- **Click on Import** choose your image then confirm.
- The Extend box enables you to cover your badge model entirely without taking ratio into account.

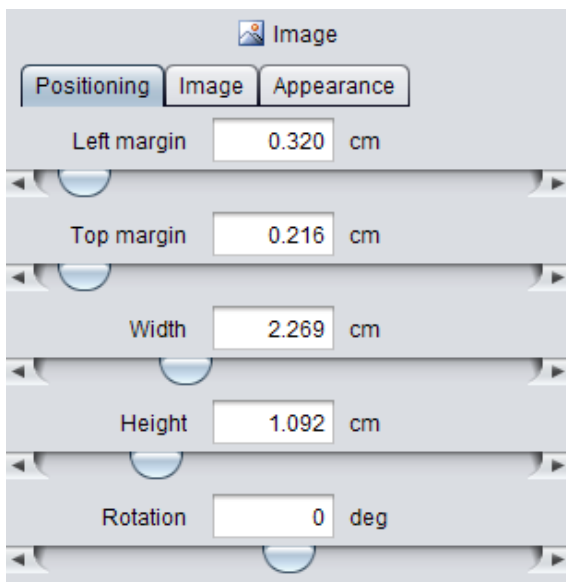


## 1.2.2 Adding image

To add an **Image**, click on this button  a square named «**Image**» appears on your badge.



- Select the image square if it is not preselected.
- Then at the top left of your screen, adjustments are displayed under the title **Selection Properties**. Several tabs are available (**Positioning**, **Image** and **Appearance**).



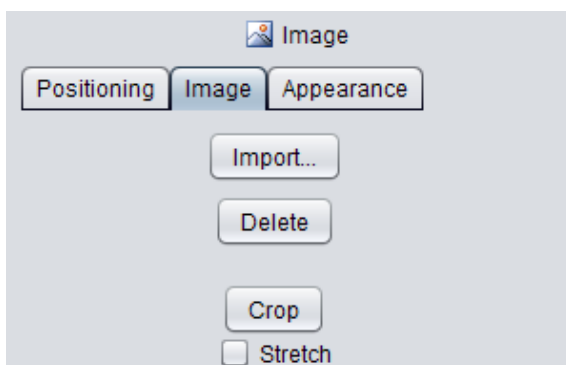
The **Positioning** tab enables you to define the **Left/Top Margin**, the **Width** and the **Height** as well as the **Rotation** of your component through the cursors. You can also define these values by hand.

Remember to increase the **Width** to avoid cutting off your text.

Positioning is also possible using the **Mouse**, except for rotation.

If you want to change the dimensions of the image, drag the mouse over one of the corners of the image and a double arrow will appear. Then draw out the geometrical shapes to obtain the right proportion.

You can also move your image by holding the left mouse button down on this item. A 4 way arrow is displayed above the image, enabling you to use the «**Drag capability**».



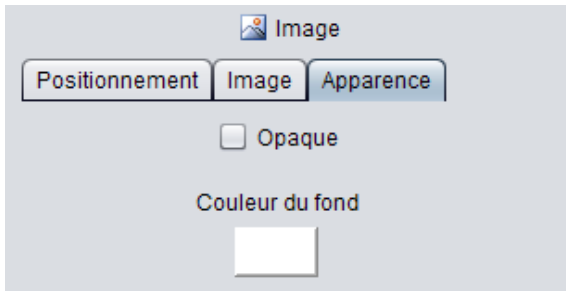
The **Image** tab enables you to import your content from your storage location.

Click on this **Import** button then browse through your directories to recover your file. Finalize the operation by clicking on **Open**.

Your image then appears in the «**Image**» visual outline.


The image can be deleted using the **Delete** button.

A zone of the image to be preserved can be redefined using the **Realign** button.



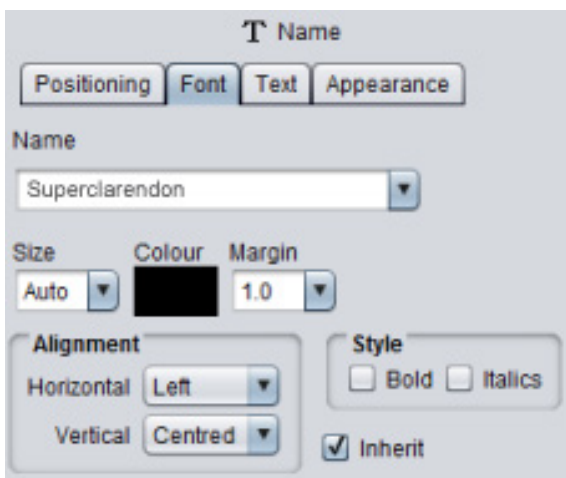
The **Appearance** tab enables you to select a colour designed to fill a surface that the badge background does not cover. In this case, check the **Opaque** box.

### 1.2.3 Adding text

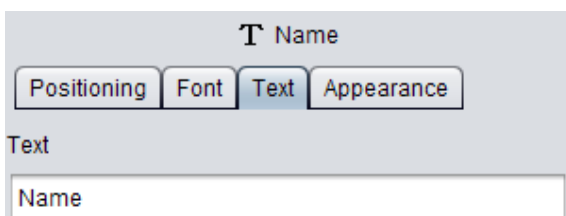
To add text, click on the button  to display a Text field on your badge which can be moved around, in the same way as the image.



- To print this field, select the **Text** element if it is not already selected.
- At the top left of your screen, the adjustments are displayed under the title **Selection properties**. You can choose between several tabs (**Positioning, Fund, Text and Appearance**). Previously, we already referred to these tabs except for **Font** and **Text**.




**Font** is the tab you use to configure the writing font, size, colour and alignment. You can also define a margin depending on the alignment of the text.




**Text** is the tab you use to insert writing into your badge model.

### 1.2.3.1 Adding Concatenated Text

 Concatenated text is an item designed to bring two strings of Text end to end, including a space while avoiding any overlapping between data.

E.g.: Name [space] First name.



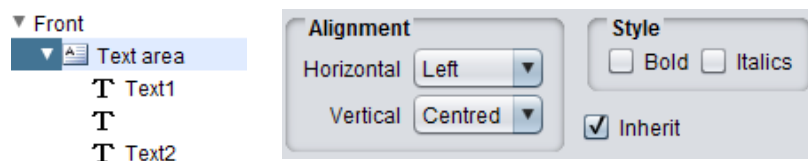
To add concatenated text, click on the button  and a text zone will appear in the list of components at the bottom left. In the same way as for adding an image, it can be moved around.

Concatenated text works in the same way as simple text. However, the purpose of concatenated text is to preserve two text zones side-by-side, positioning them to avoid any character overlaps.

You can also manage the size and rising font of the text zones individually. However, the writing size should not be set in the «auto» mode.


By default, **Text1** and **Text2** are fields inheriting the Text zone adjustment.

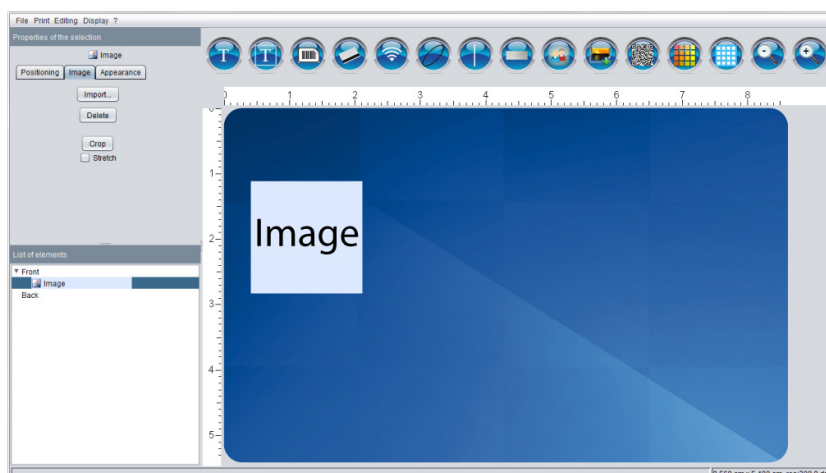
You will obtain this visual



### 1.2.4 Adding Photos



To insert a Photo into a badge model, click on the button . This will display a geometrical shape on your model symbolizing a person.



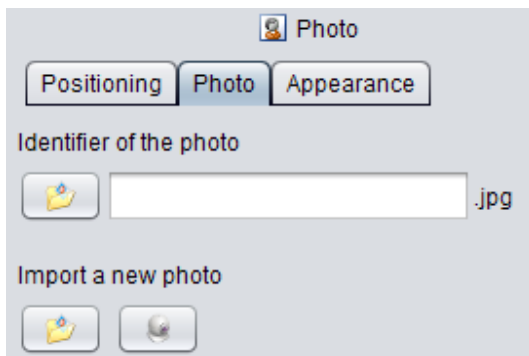
To modify the image, go to the item entitled **Selection Properties** at the top left of the screen.

There are three tabs available (**Positioning, Photo and Appearance**).


The **Positioning and Appearance** tabs are identical to what was seen previously.

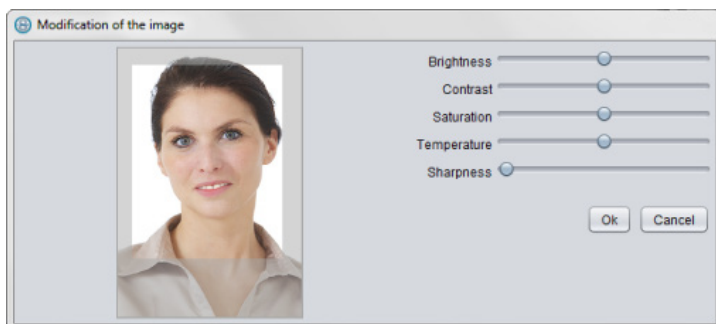


To insert a new **Photo**, in the section **Import a New Photo**. You have two options :




#### From an Image file:

Click on the button,  then browse through your storage space to insert your file (extensions supported include: jpg, jpeg, bmp, png ...).  
Validate by clicking on **Open** to gain access to additional adjustments (brightness, contrast, cropping).



#### From a Webcam :

Click on the button,  then capture the image from the WebCam. The window opens giving you the possibility of selecting the capture zone and making adjustments (brightness, contrast, cropping etc.).

## 1.2.5 Adding shapes

### 1.2.5.1 Ellipse

To add an **Ellipse**, click on the button




A circle appears on your badge model. By dragging the mouse over the edges of the circle, a double arrow appears, enabling you to draw out or reduce your circle.

To configure the frame, move to the title **Selection Properties**. You will see the **Positioning** and **Appearance** tabs again, offering the same features as previously.



The **Border** tab enables you to set up the colour. There is a gauge for enlarging or reducing the thickness of the border.


If you define a background colour in the appearance tab, the Border box will enable you to hide the contour of the ellipse.

 If you want to place your ellipse behind a photo, drag your mouse cursor over the «Ellipse» item in the «List of items». Then drag the item to the bottom under the «Photo» item.

### 1.2.5.2 Line

Use this button to place a line on your badge model




 The line can be extended and dragged out in both directions.

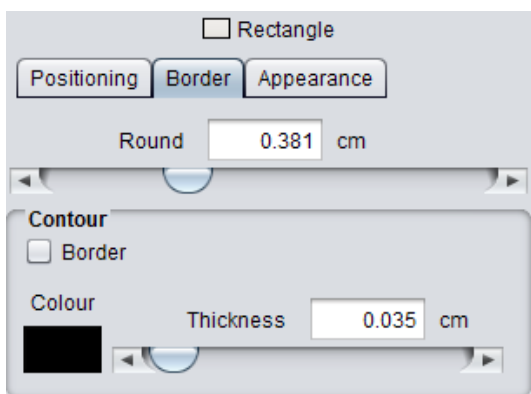


To change the colour, go to **Selection Properties** and select the **Appearance** tab.


### 1.2.5.3 Rectangle

To add a rectangle to your badge model, click on the button  and a rectangle will be added to your badge model.

The **Positioning** and **Appearance** tabs are similar to any other item.




The **Border** tab used here enables you to adjust the radius of the corners, the thickness of the contour and to define the colour. As seen previously for the ellipse, the **Bordure** (border) box enables you to hide the contour if you want to show only the colour background defined in the **Appearance** tab.

 If you want to put your text in a rectangle, move the mouse cursor over the «Text» item of the List of items. Then drag the item downwards under the «Rectangle» item. The Text item should be offset with respect to the rectangle item in the list of items.



### 1.2.6 Adding a QR Code

 For your information, the **QR Code** is a type of barcode in two dimensions, comprising black modules in a square with a white background. The layout of these points defines the information contained in the code.

The content of the code can be decoded quickly after being read by a barcode reader, a mobile phone, a smart phone or a WebCam.

Its advantage is that it can **store more information than a barcode**, and above all, the data recognized directly by the applications to easily trigger actions like :

- Visiting a website.
- Connecting to a WiFi terminal.
- Making a call to a phone number or sending an SMS.
- Sending an email.
- Adding a virtual business card.
- Displaying text.



To add this functional feature, click on the button

Under the title **Selection Properties** at the top left, you will see 3 tabs (Positioning, Text and Appearance). In the same way as before, the positioning and size of the QR Code can be modified.



We will use two tabs for configuring the QR Code :



The **Text** tab will be used for the input of data retranscribed in the QR Code. It will be generated automatically according to the information inserted into the text field.



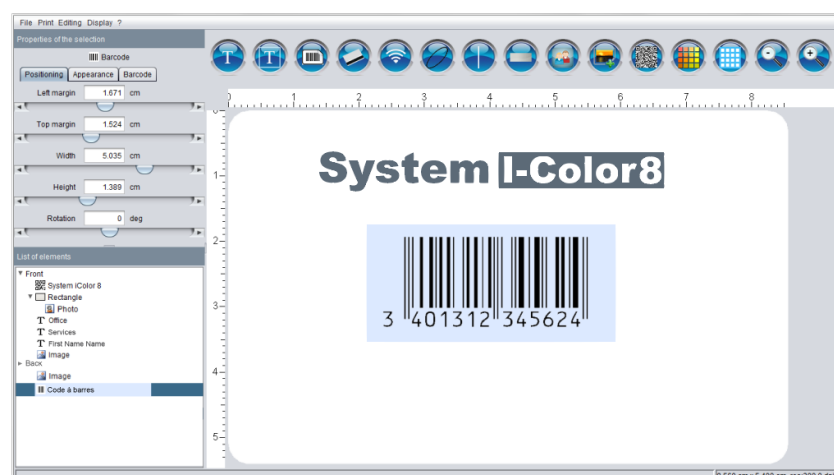
The **Appearance** tab will be used for colouring the background fill and the generated code.

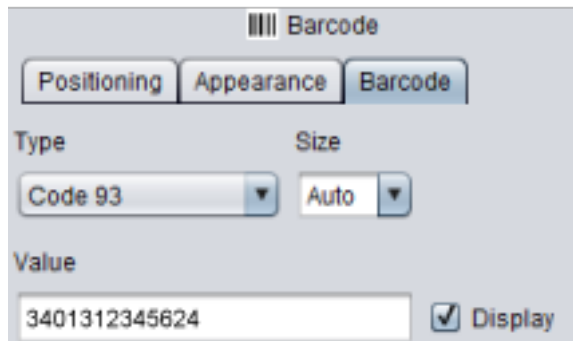
## 1.2.7 Adding a barcode



To add a barcode, click on the button and a barcode will be generated on your badge model.

Under the title **Selection Properties** at the top left, you will see 3 tabs (Positioning, Appearance and Barcode). In the same way as before, the positioning and appearance can be modified.





The **Barcode** tab will be used to modify the barcode information.

The **Type** of code can be selected from the pop-up menu.

The **Size** defines its proportion.

The **Display** box shows the code included in the value field on the badge model.



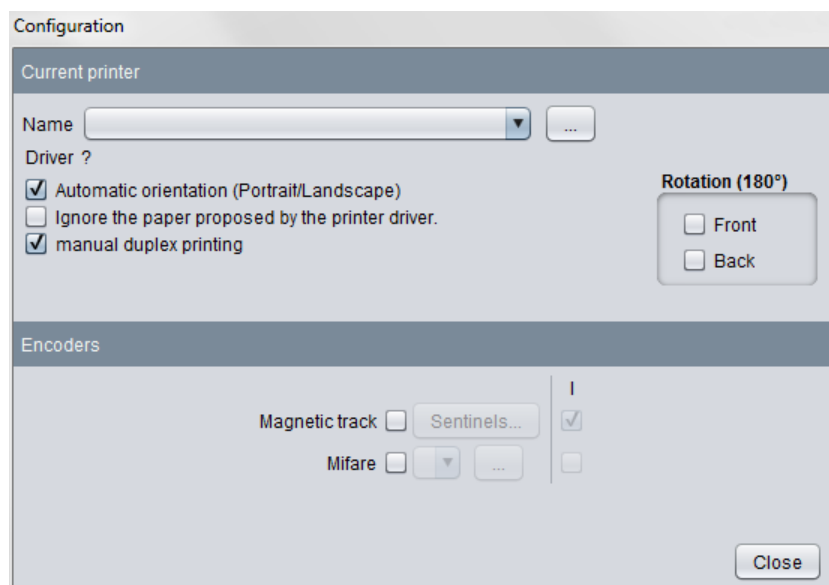
In most cases, the barcode is placed on the front of the badge. To do this, put your cursor in the «List of items» zone and click on Front. Then enter your barcode.




## 2. Print configuration

As soon as your badge model is complete, you simply need to print it. Configuration is set up using the software menu toolbar at the top left of the modelling window.

- Click on Print then on Configuration via the pop up menu.
- In the opening window, select your printer from the pop-up list.



- The button  gives you access to the printer driver configuration once you have selected it.
- The **Automatic Orientation** (Portrait/Landscape) box will not take the print orientation defined in the driver into consideration. iColor will print the badge automatically as shown in the visual image.
- The **Ignore Paper Format** box will not take the setting up of the driver into consideration either. If you check this box, the paper format will be managed by the software.
- The **Manual Back-Front Printing** box will first print the back of the badge then wait for you to put the badge back in the printer loader to start printing the front.
- The **Rotation (180°)** box will rotate the back and/or front of the badge through 180°.

The printer is now set up with the iColor software.

Print your badge using the keyboard shortcut «**Ctrl + P**» or use the Print Menu at the top left and click on **Print**.

### 3. Tips

Description		Raccourci
Grid	.....	Ctrl + G
Save	.....	Ctrl + S
Zoom out	.....	Ctrl + Keypad -
Zoom in	.....	Ctrl + Keypad +
Refresh	.....	F5
Print	.....	Ctrl + P
Display front	.....	Ctrl + 1
Display back	.....	Ctrl + 2
Unselect all	.....	Ctrl + D
Quit	.....	Ctrl + Q

#### To quickly delete an item added by mistake

- Select the item in question and press the Delete key.
- You can also open the **List of Items** Menu and right-click on the item and then click on **Delete**.

#### Displaying a grid

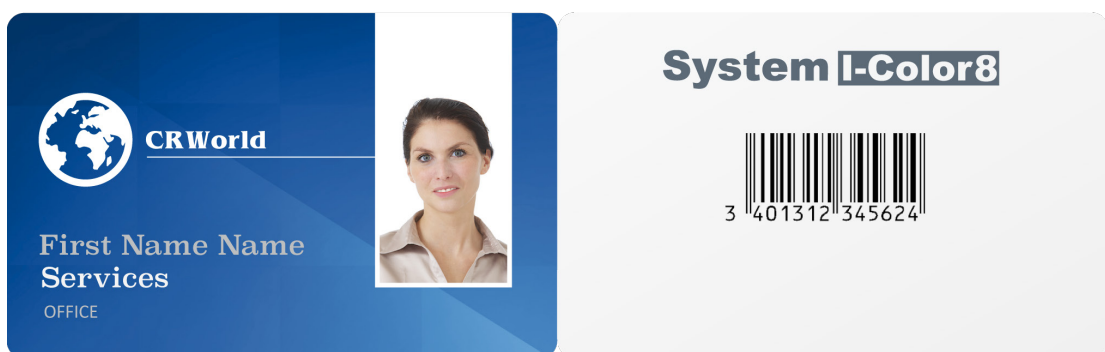


- Click on the button
- You can also use the keyboard shortcut «**Ctrl + G**».

#### Creating a Preview

- Go to the **File** menu toolbar click on **Create a preview** in the pop-up menu.
- When the window opens, choose where you will be saving the image.
- In the **Filename** field, remove the star and name your preview.
- Then finally, click on **Save**.

#### Preview Visual



## 4. Glossary

### 4.1 Description of action buttons



Text button



Concatenated text button  
(succession of 2 texts in the same text field)



Barcode button



Magnetic encoding button



MIFARE encoding button



Sphere creation button



Line creation button



Rectangle creation button



Photo addition button



Image addition button



QR Code addition button



Badge colour background additional button



Grid display button



Zoom out button

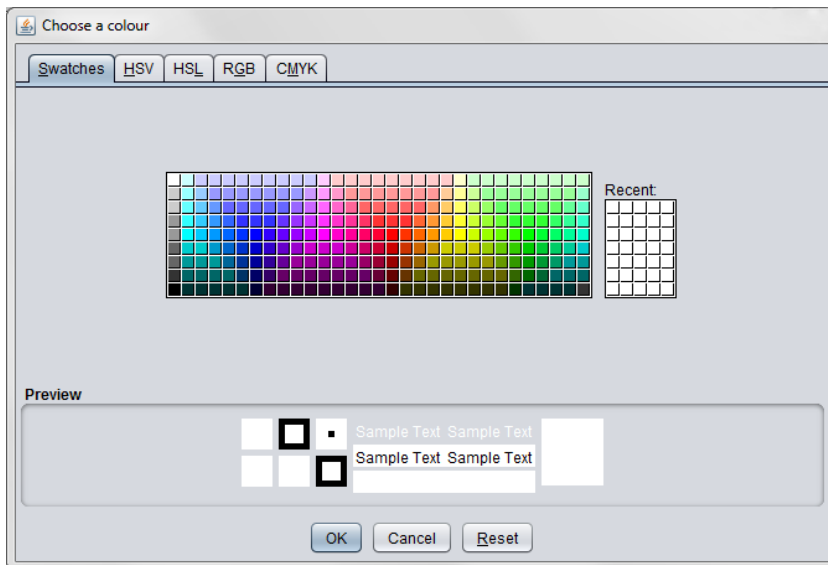


Zoom in button

## 4.2 Description of Various Colour Panels

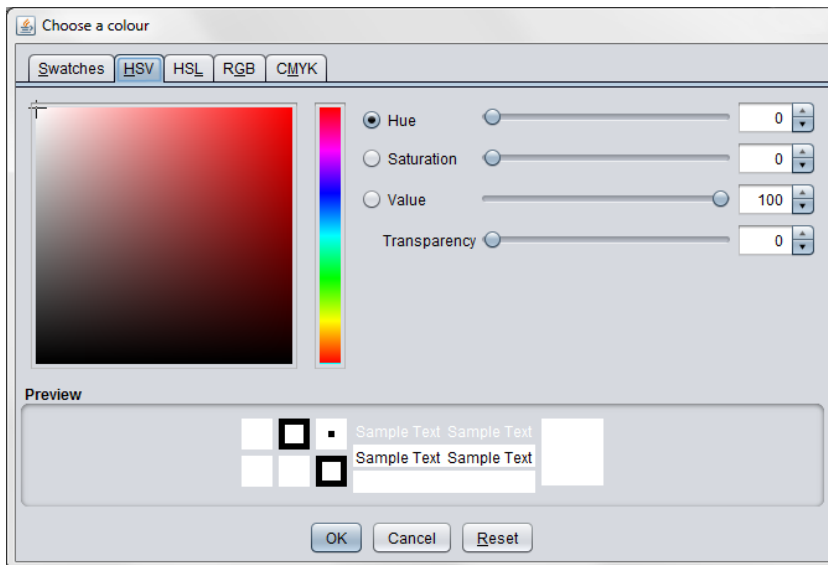
### Samples

Defined colour panel



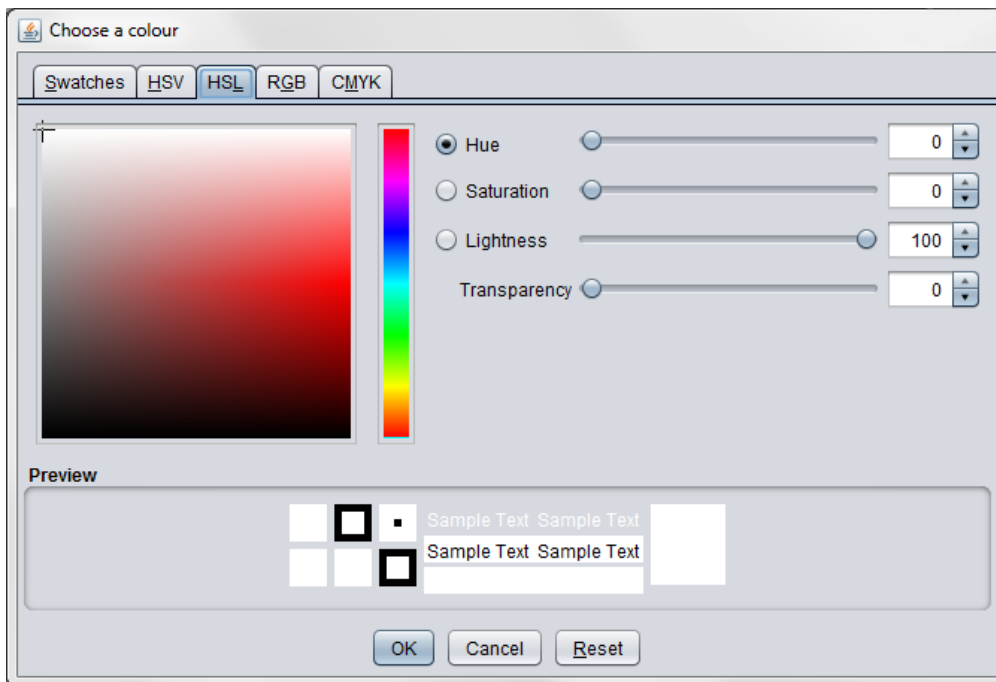
### Tint Saturation Value

HSV colour management system



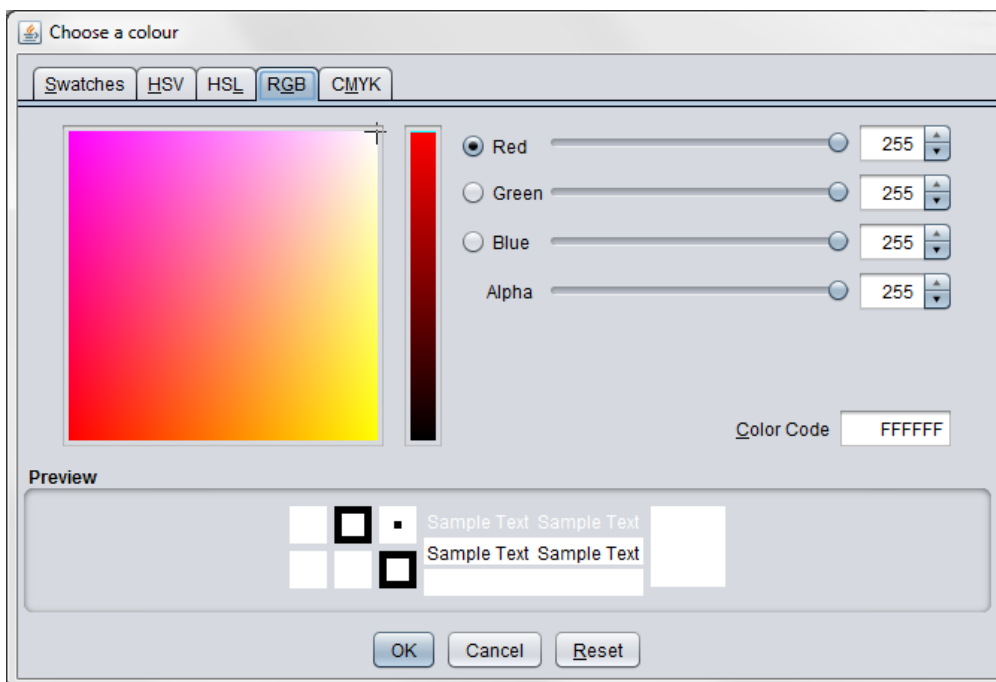
## Value Saturation Light

HSL colour management system



## Colour code (Red Green Blue)

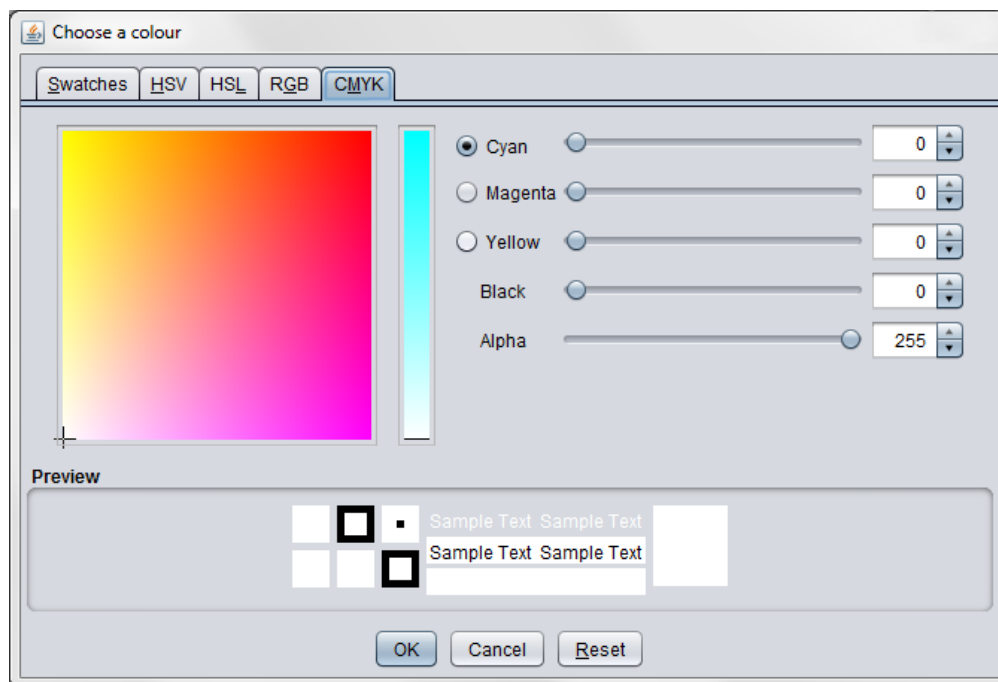
RGB colour management system





## Four colour printing (Printer colour code: “Cyan”, “Magenta”, “Yellow”, (Key[Black])”)

Four colour management system

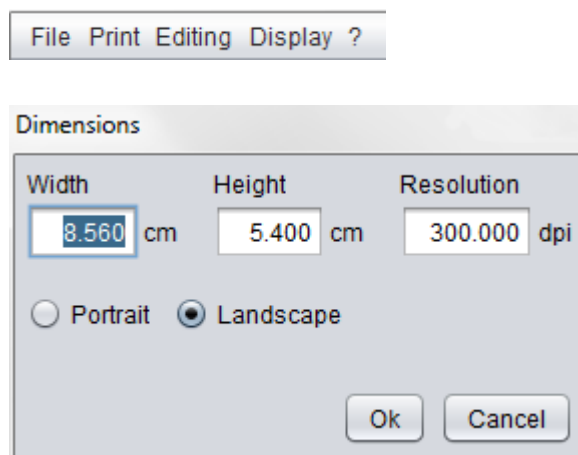


## 4.3 Modeller Menu Toolbar Description

The **Menu toolbar** is split into **5 parts**.

The **File** Menu is used to :

- Create a **New** Badge
- **Save** the Badge
- Modify the **Format** →
- **Create a Preview**
- **Print a Preview**
- **Quit** the software

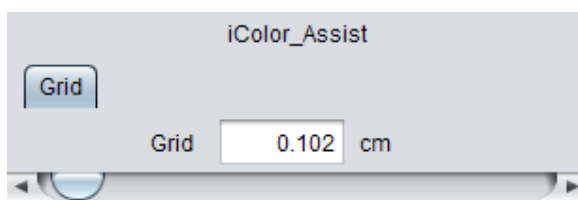


By clicking on **Format** you are taken to this window.

The **Print** Menu is used to **print** and to **set up** your printer.

The **Edit** Menu is used to :

- **Delete** the Model
- **Delete the Front**
- **Delete the Back**
- **Unselect all**
- Configure the **Grid** →



Using the horizontal scrollbar, you can adjust the spacing of the **Grid**.

The **Display** Menu is used to :

- Display the **Front**
- Display the **Back**
- Change the **Zoom**
- Change the **Value unit** being used →
- Display the **Grid** →
- **Refresh**

The units proposed are the **dot, mm, cm, inch, pt, pixel**.

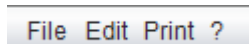


The **grid** is used for better laying out the items on the badge.

The «?» Menu tells you about the **version**, the **product key** as well as the Software **activation key**.

## 4.4 I-Color Opening Menu Toolbar Description

The **Menu toolbar** is split into **4 parts**.



The **File** Menu is used to **Quit** I-Color.

The **Edit** Menu is used to :

- Create a **New** Badge Model.
- **Modify** the selected badge model (equivalent to opening the selected badge model).
- **Duplicate** the selected badge model.
- **Rename** the selected badge model.
- **Delete** the selected badge model.

The **Print** Menu is used to :

- **Print** and/or **Encode** a Badge
- **Configure** for printing
- **Print** a Badge
- Print on the **Front** of the Badge
- Print on the **Back** of the Badge

The «?» Menu tells you about the **version**, the **product key** and the **activation key** of the Software.

## 4.5 I-Color upgrading

### Basic Version

- Handles multiple print jobs
- Magnetic track encoding
- Contactless encoding

### Standard Version

- Secure connection to iColor
- Use of data from Excel files

### Professional Version

- Microsoft Access data management
- Built-in table generator

### Business Version

- Microsoft SQL server data management
- Oracle SQL data management
- Built-in table generator



