TRUST id

ID CARD ISSUANCE

GETTING STARTED

The first time you run Trust ID, you will be presented with an option to enable security accounts. Enabling this feature will require knowledge of the username and password on subsequent attempts to operate the application.

Security:

1. Click **YES** to enable password-protected user accounts.
2. If you do not wish to enable security accounts, click **NO** and proceed to the next section.
3. The admin user is created by default. The default password is **admin**. To change the default password, highlight admin and click Edit User.
4. To add additional users, click **ADD USER.**
5. Users can be assigned varying levels of permissions. More detail on user permissions can be found in the Help file.
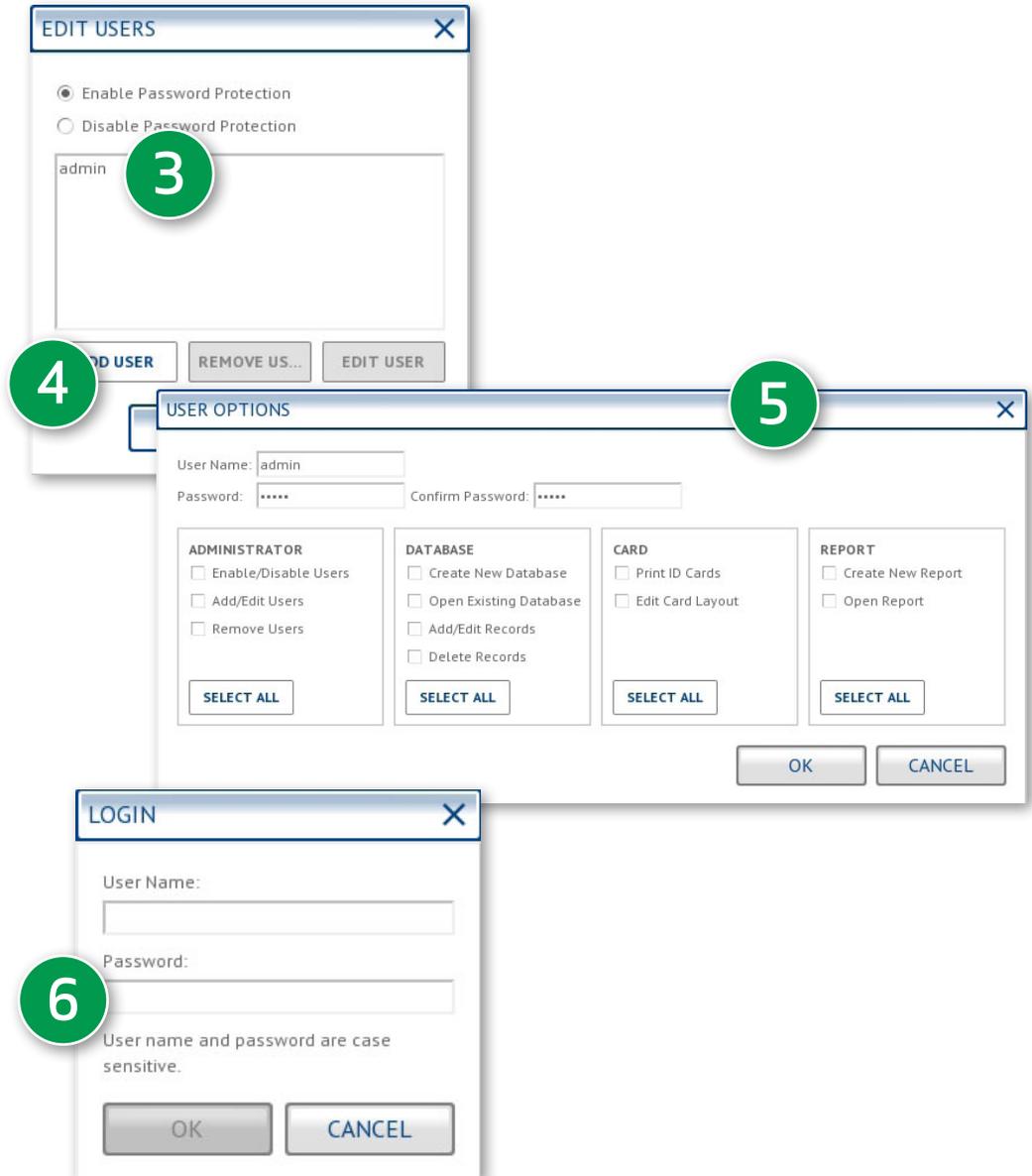6. Login as **admin** or a new user created in step 4.

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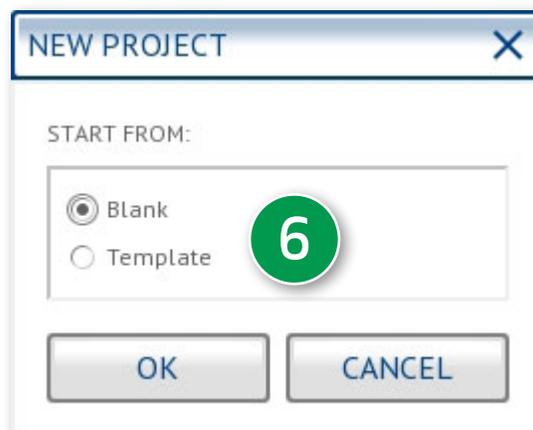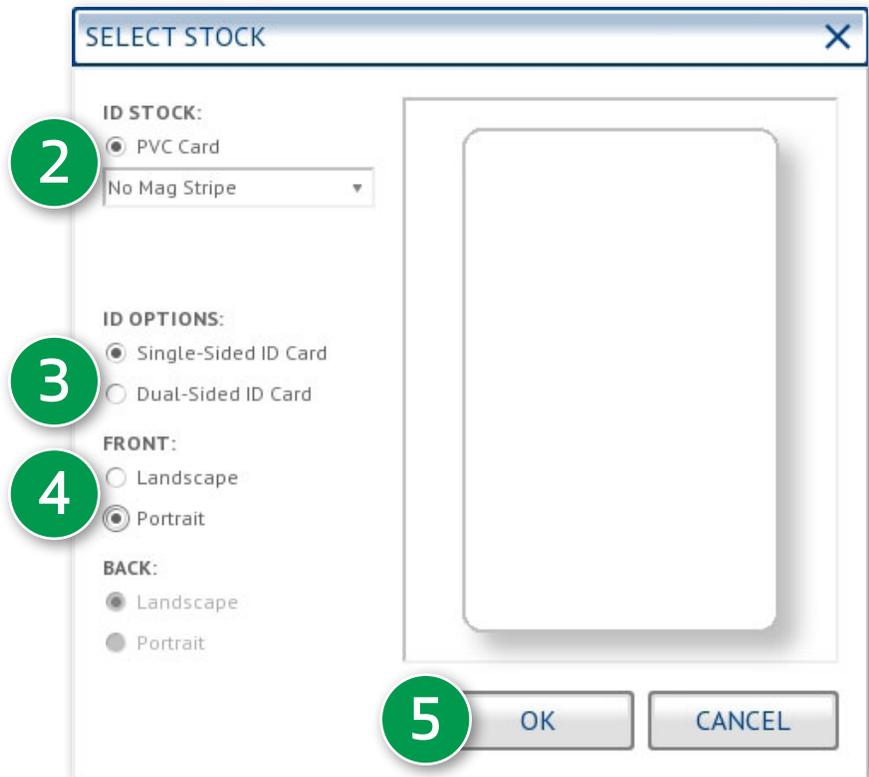## GETTING STARTED

Launch Screen:

1. Click **Start New ID Project**.

Select Stock:

2. Select **PVC Card**.

3. Select **Single-Sided ID Card**.

4. Select **Portrait**.

5. Click **OK**.

Select Blank or Template:

6. Select **BLANK**.

7. Click **OK**.

TRUST id

① → Start New ID Project
📋 Open Recent ID Project
📰 Report Writer
❓ Take a Tour

PRO SMART 3.0

SELECT STOCK ✕

ID STOCK:

② ⦿ PVC Card
No Mag Stripe ▾

ID OPTIONS:

③ ⦿ Single-Sided ID Card
○ Dual-Sided ID Card

FRONT:

④ ○ Landscape
⦿ Portrait

BACK:

⦿ Landscape
● Portrait

⑤ OK   CANCEL

NEW PROJECT ✕

START FROM:

⦿ Blank
○ Template   **⑥**

OK   CANCEL

GETTING STARTED

Select Type of Database:

1. Select **CREATE A NEW DATABASE**.

2. Click **OK**.

Choose Your Database Fields:

3. Add
   • FNAME
   • LNAME
   • Employee #
   • Department
   • Expiration Date
   • Picture1

4. Click **OK**.

SELECT TYPE OF DATABASE ✕

1

◉ CREATE A NEW DATABASE:
Recommended for new users who do not have a current list of names to import.

○ IMPORT FROM A DATABASE FILE (*.csv or *.txt):
Build a database by importing fields from an existing database file.

○ LINK WITH AN ODBC DATA SOURCE:
Build a database by importing fields from an existing database file.

2 OK   CANCEL

CHOOSE DATA FIELDS ✕

DATA FIELDS:

Effective
Email
Emergency #
Emergency Contact
Eye Color
Fax

ADD

IMAGE FIELDS:

Picture2
Picture3
Picture4
Fingerprint
Signature

ADD

CURRENT FIELDS: **3**

FNAME
LNAME
Employee #
Department
Expiration Date
Picture1

∧ ∨ REMOVE

ADD COMPOSITE FIELD **4** OK   CANCEL

CARD CREATION

TEMPLATE DESIGN **DATA ENTRY** **RESOURCES**

TEXT | PHOTO | LOGO | SHAPE | ENCODING

INSERT | Calibri | 12 | WORD WRAP

ALIGN ▾ | IF/THEN...
LAYER ▾ | SNAP TO ▾

BACKGROUNDS ▾

HORIZONTAL ☐ | VERTICAL ■

PREVIOUS | NEXT
VIEW ALL | EDIT

CLIPART ▶

RECENT PROJECTS ▶

BACKGROUND EDITOR ✕

BACKGROUND:

◯ None

◯ Import   **BROWSE**

◯ Solid Color ☐

◉ Backgrounds   **BROWSE**

MARGINS:

Left: 0
Top: 0
Right: 0
Bottom: 0

☑ Mirror
☐ Flip

TRANSPARENCY
0%

OK | CANCEL

Adding a Background:

1. Click the **BACKGROUNDS** panel.
2. Click **NEXT** until you reach the portrait medical background shown. Double-click to add the background.
3. Click **EDIT**.
4. Select the checkbox for **MIRROR**.
5. Move the **TRANSPARENCY** slider to the middle of the bar.
6. Click **OK**.
7. Click on the disk icon to save your project.
8. Type a name for your project and click save.

Save As

▸ Libraries ▸ Documents ▸ Trust ID | Search Trust ID

Organize ▾ | New folder

Documents library
Trust ID | Arrange by: Folder ▾

Name | Date modified | Type | Size

No items match your search.

File name: My Project
Save as type: Trust ID 3 Project

Hide Folders | Save | Cancel

CARD CREATION
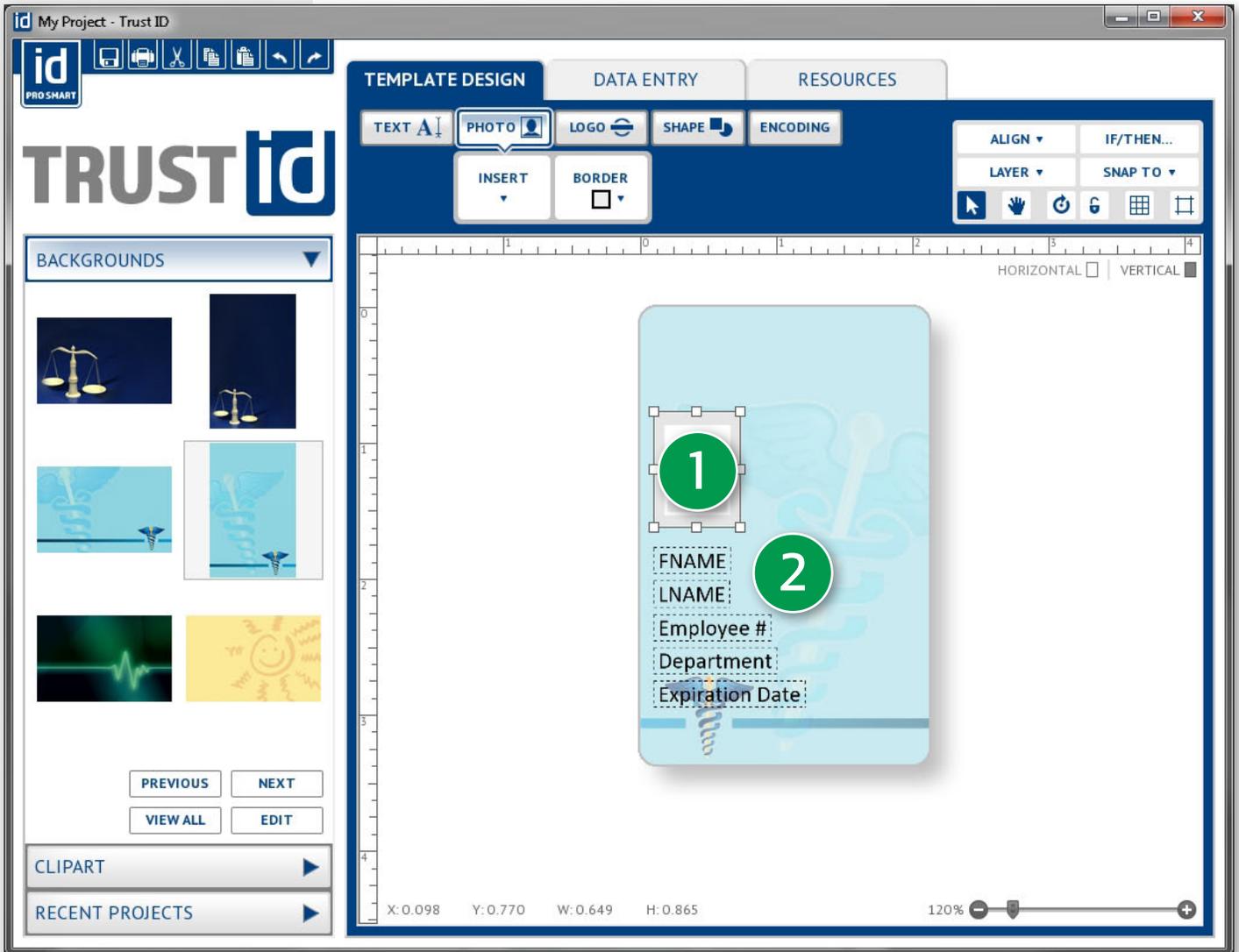

Resizing and Moving Elements:

1. Click the **PHOTO** placeholder.
2. Click and drag a corner of the placeholder to resize the image. Release when you have reached the desired size.
3. Click inside the element and drag to reposition it. Release when you have reached the desired location.
4. Save your project.

CARD CREATION
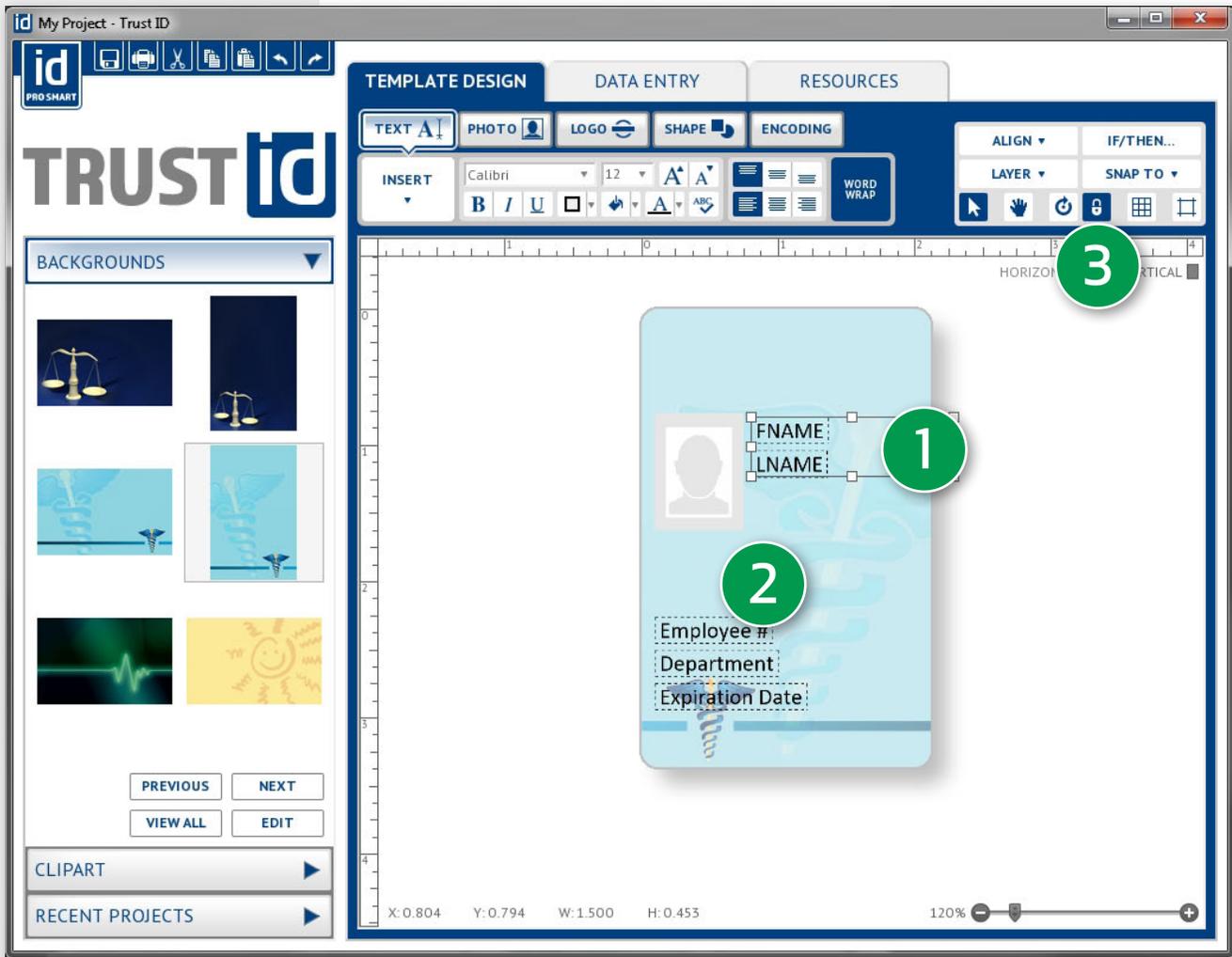
Moving & Locking Items:

1. To move multiple items, hold down the **CTRL** button on the keyboard and select:
   - **FNAME**
   - **LNAME**
2. Now move the selected items next to the photo.
3. Click the **LOCK** button at the top right of the screen.
4. Notice the Lock icon changes to blue to indicate the item is now locked in place.
5. Click and drag from above **EMPLOYEE #** to below **EXPIRATION DATE** and release. These three fields have been selected. Now, click and drag inside the selection and move the three fields immediately underneath the photo.
6. Save your project.
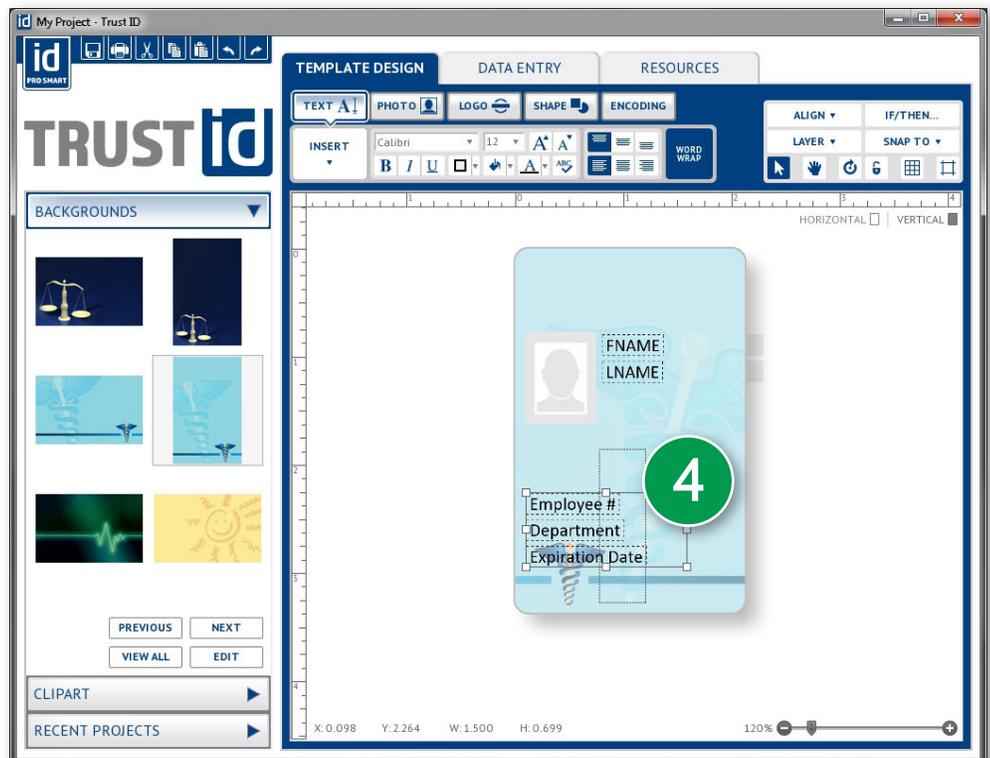
CARD CREATION
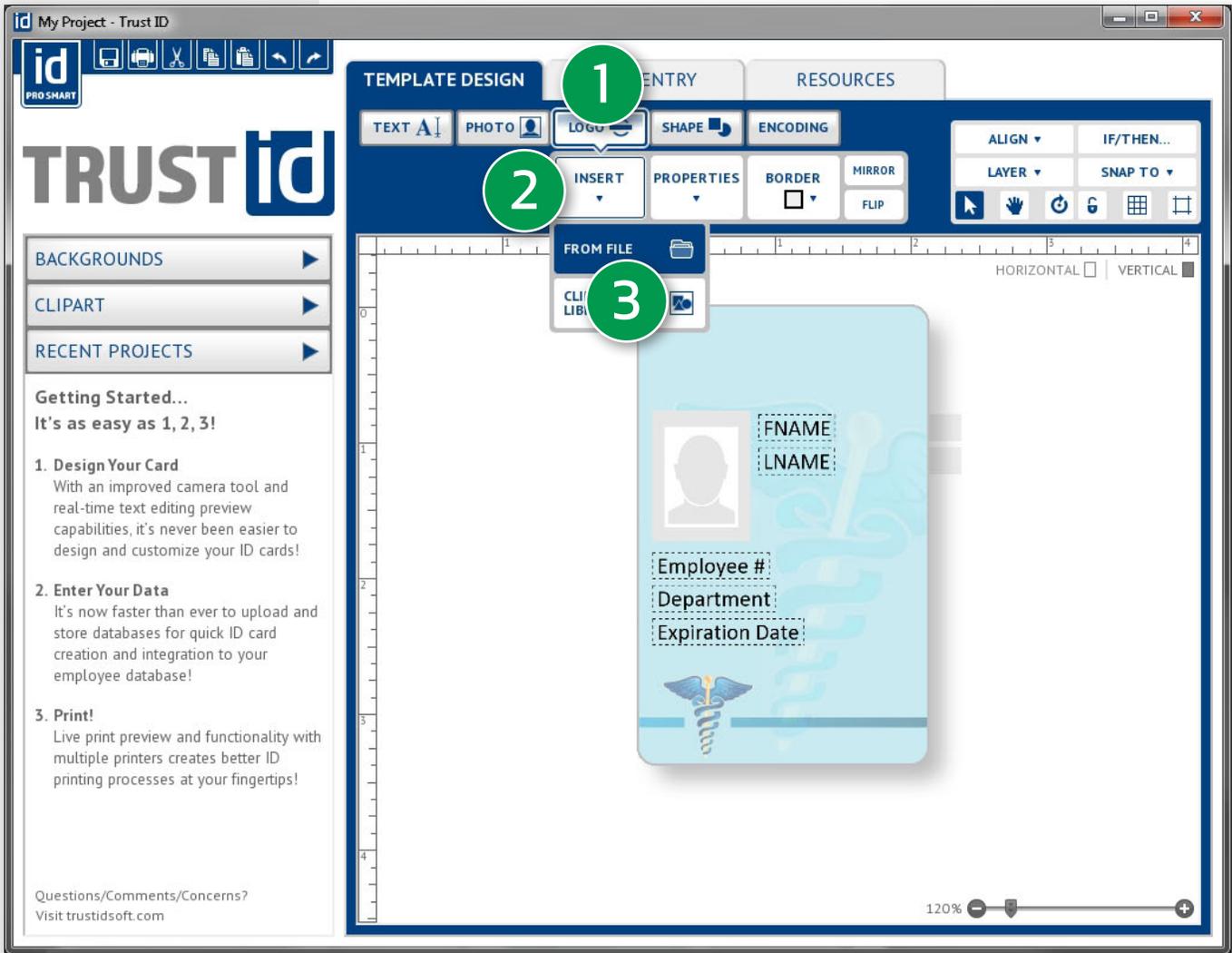
Adding a Graphic or Logo:

1. Click on the **LOGO** button.
2. Click **INSERT**.
3. Click **FROM FILE**
4. Navigate to location of the graphic.
5. Select the graphic and click **OPEN**.
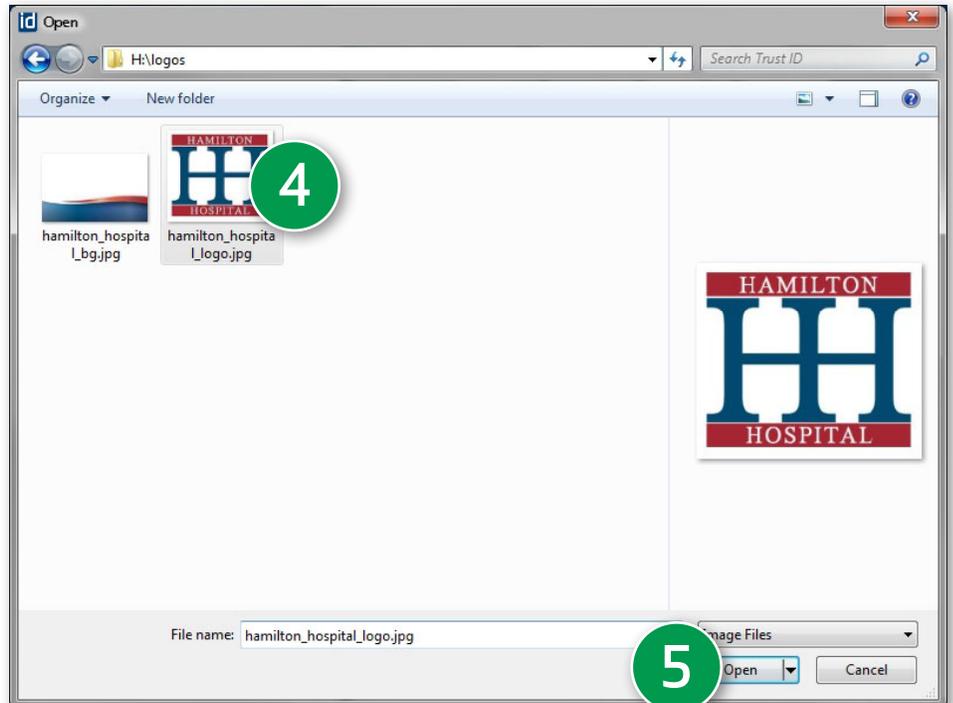
CARD CREATION

Formatting a Photo:

1. Click the Photo.
2. Click the **PHOTO** button.
3. Under **BORDER** select **SIZE**, then **THIN**.
4. Click **COLOR** and select a dark blue from the drop down.
5. Save your project.

CARD CREATION
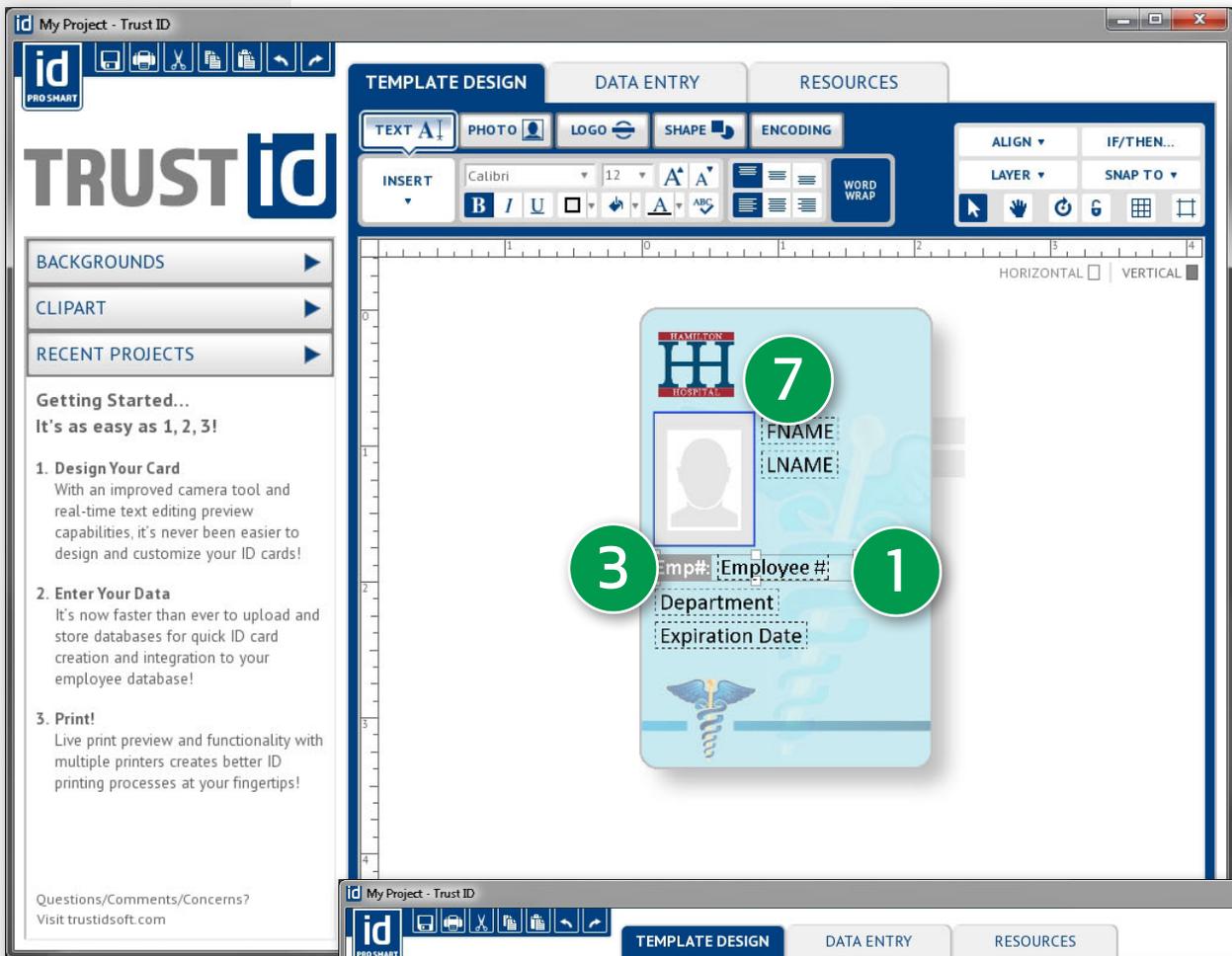
Formatting Text & Database Fields:

1. Click **EMPLOYEE #**.
2. Notice that the **EMPLOYEE #** database field is outlined by a dashed line. This indicates that it is linked to your database of names and will change as you enter data for individual cards in the Database Entry area.
3. Double-click into **EMPLOYEE #** text box and push the Home key on your keyboard. You may now enter text in front of the DB field to create a title. Type **EMP#:** in front of the box.
4. Highlight **EMP#:** and click the **B** button on the formatting toolbar to make the text bold.
5. Repeat for **DEPT:** and **EXP DATE:**
6. Grab the handle on the right side of the right side of the **EXPIRATION-DATE** once selected and drag the text box to a larger size.
7. Save your project.

Adding a Shape:

1. Click **SHAPES** button.
2. Select the **SQUARE** – a square shape has now been added to your card.
3. Drag the square to your desired position. Grab a corner of the square and stretch it across the entire card so the square is the same width as the card.
4. Double-click the square.
5. Click **BORDER COLOR** and select Dark Blue. Repeat for **FILL COLOR**
6. Move the **TRANSPARENCY** slider to the middle of the bar.
7. Click **OK**.
8. The shape should now look like this.
9. Save your project.

CARD CREATION

Adding a QR Code:

1. Click the **BARCODE** button from the ENCODING menu.

2. Select **LINK TO DB FIELD**.

3. Select **EMPLOYEE #** from the drop-down list of database fields.

4. Select **QR CODE** from the Barcode-Format drop-down list.

5. Uncheck the **PRINT VALUE** box.

6. Click **OK**.

7. Drag the **QR CODE** item on top of the blue square shape and adjust the size.

8. Save your project.

DATABASE ENTRY

Entering Data:

1. Click on the **2. DATA ENTRY** tab
2. Type John in the **FNAME** field.
3. Type Smith in the **LNAME** field.
4. Type 12345 in the **EMPLOYEE #** field.
5. Type Security in the **DEPARTMENT** field.
6. Type 04/2014 in the **EXPIRATION DATE** field.
7. The new record should now appear in the spreadsheet to the left.
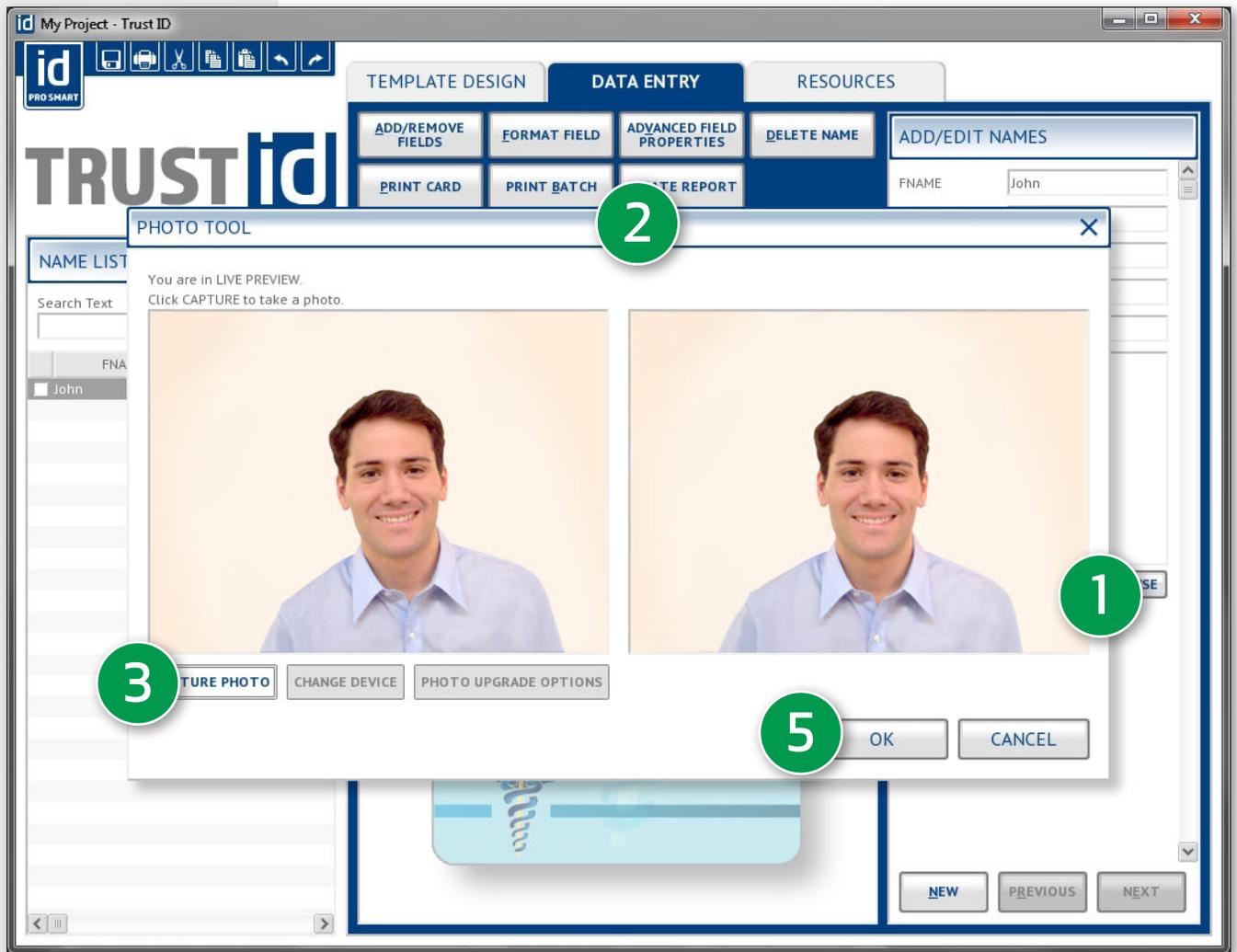
Taking a Picture:

Make sure your camera is plugged in to the computer and turned on. You may get a message from Windows asking you to Select a Program to Launch with your camera - Cancel this message.

1. Click **CAPTURE** under the Picture1 field on the right hand panel.

2. The **PHOTO TOOL** will open and give you a live preview from the default camera. If an incorrect camera is shown, select the proper one from the drop down menu.

3. Click **CAPTURE**.

4. If you aren't satisfied with the photo, click **CAPTURE** again to take another.

5. Click **OK**.

6. Adjust the crop box by clicking and dragging on a corner.

7. Save your project.
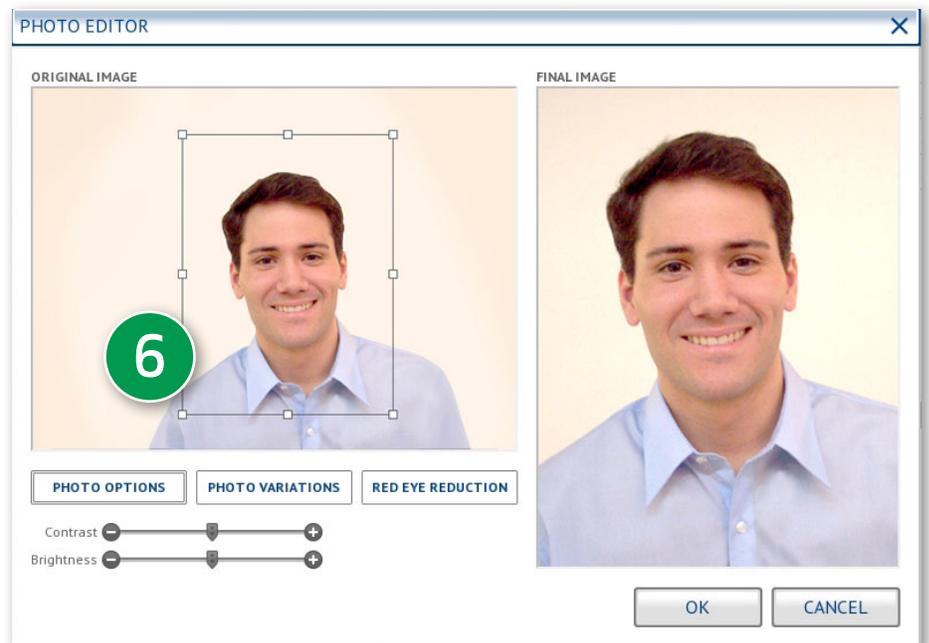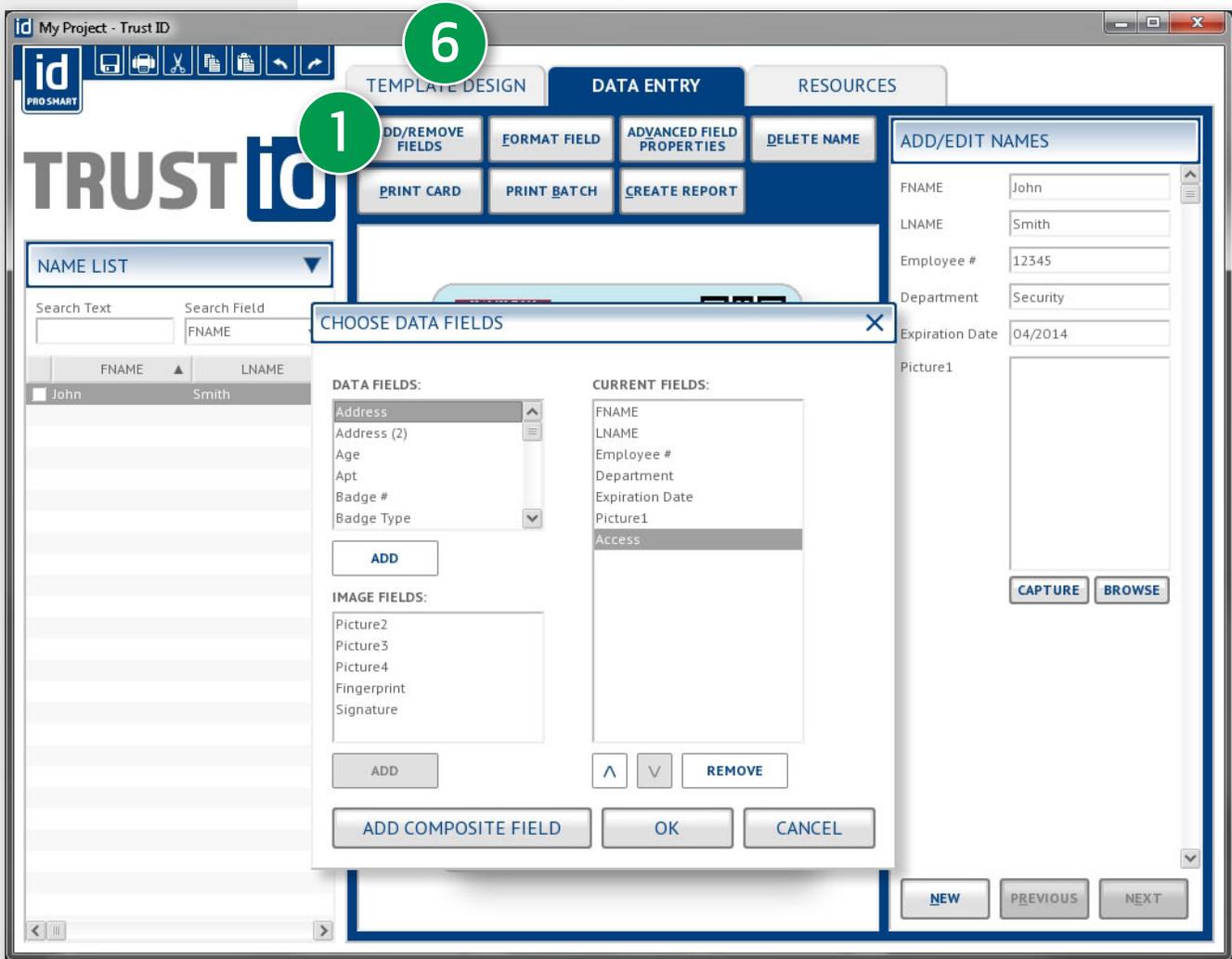
DATABASE ENTRY
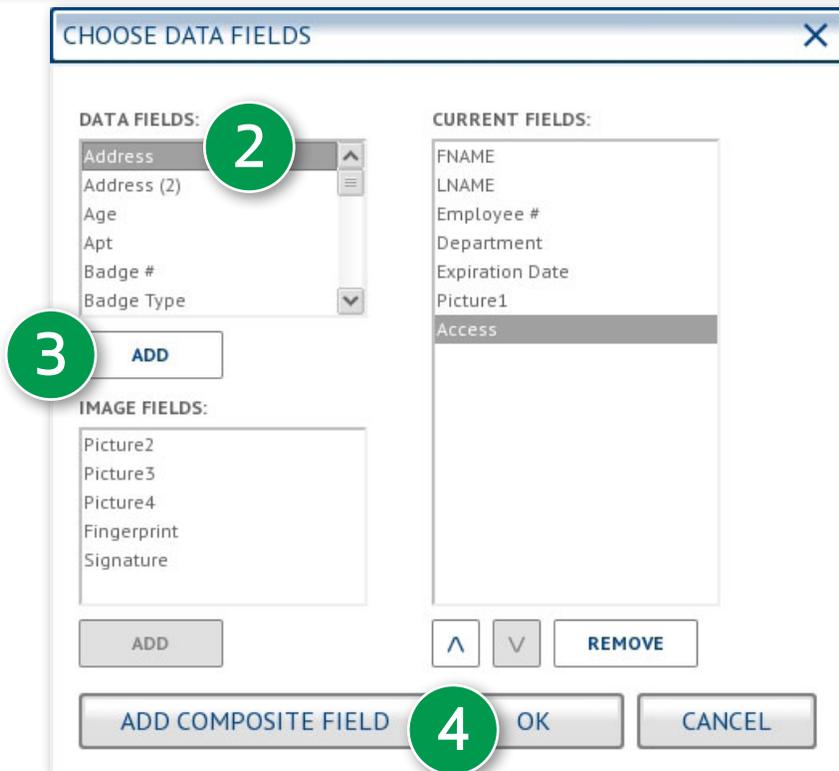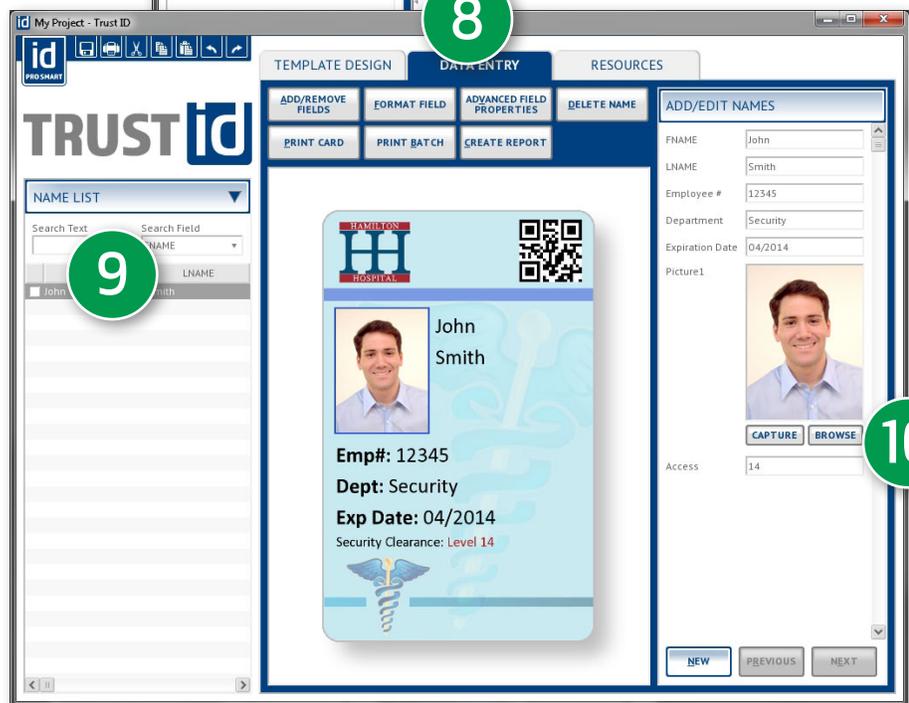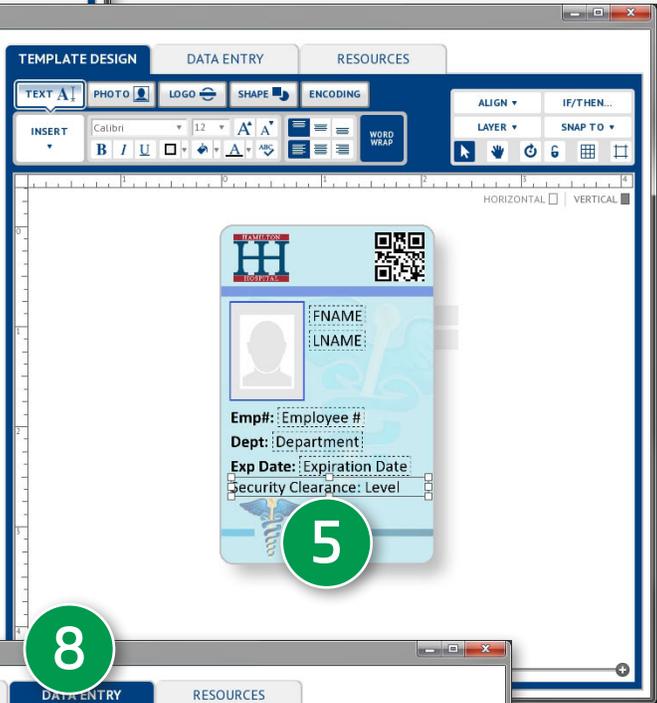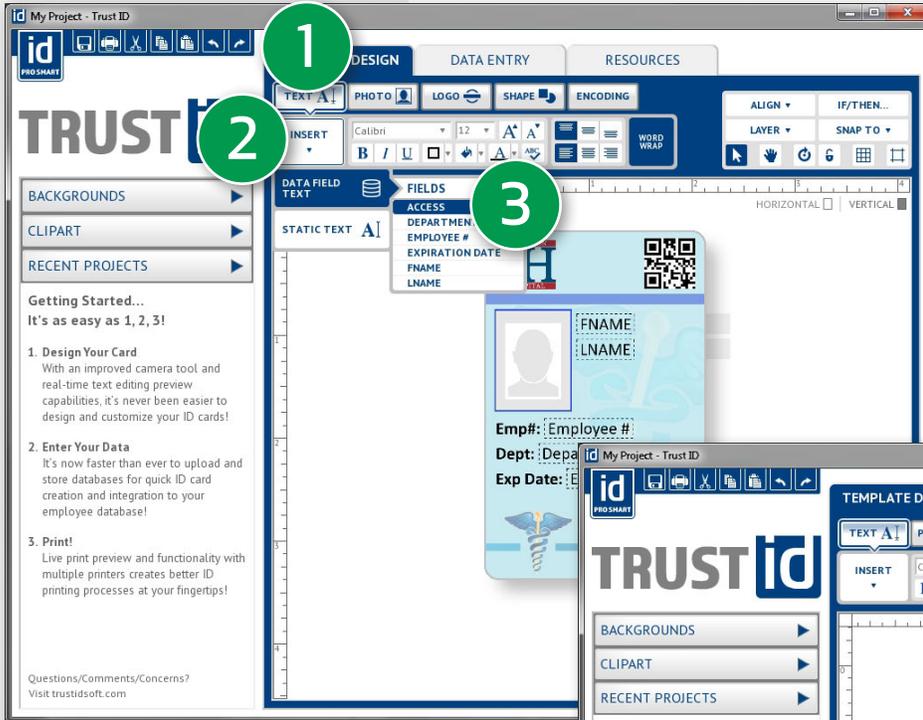

Add/Remove Database Fields:

1. Click **ADD/REMOVE FIELDS**.
2. Under **DATA FIELDS** select Access.
3. Click **ADD**.
4. Click **OK**.
5. Access field has been added to your. database entry screen.
6. Click on the **TEMPLATE DESIGN** tab.

Add/Remove Database Fields (cont.):

1. Click the **TEXT** button.

2. Click **INSERT**.

3. Click **DATA FIELD TEXT** and select **ACCESS** from the fly out menu.

4. Click **ACCESS**

5. Drag the **ACCESS** database field down below the **EXPIRATION DATE** text and make the box larger.

6. Create a title in front of the **ACCESS** database field called **SECURITY CLEARANCE: Level**.

7. Format the text:
   • Font size to **8**
   • **LEVEL** and **ACCESS** field to **BOLD** and **RED**

8. Click on the **2. DATA ENTRY** tab.

9. Select the **John Smith** record that you created earlier.

10. Enter **14** into the **ACCESS** field.

11. Save your project.

DATABASE ENTRY
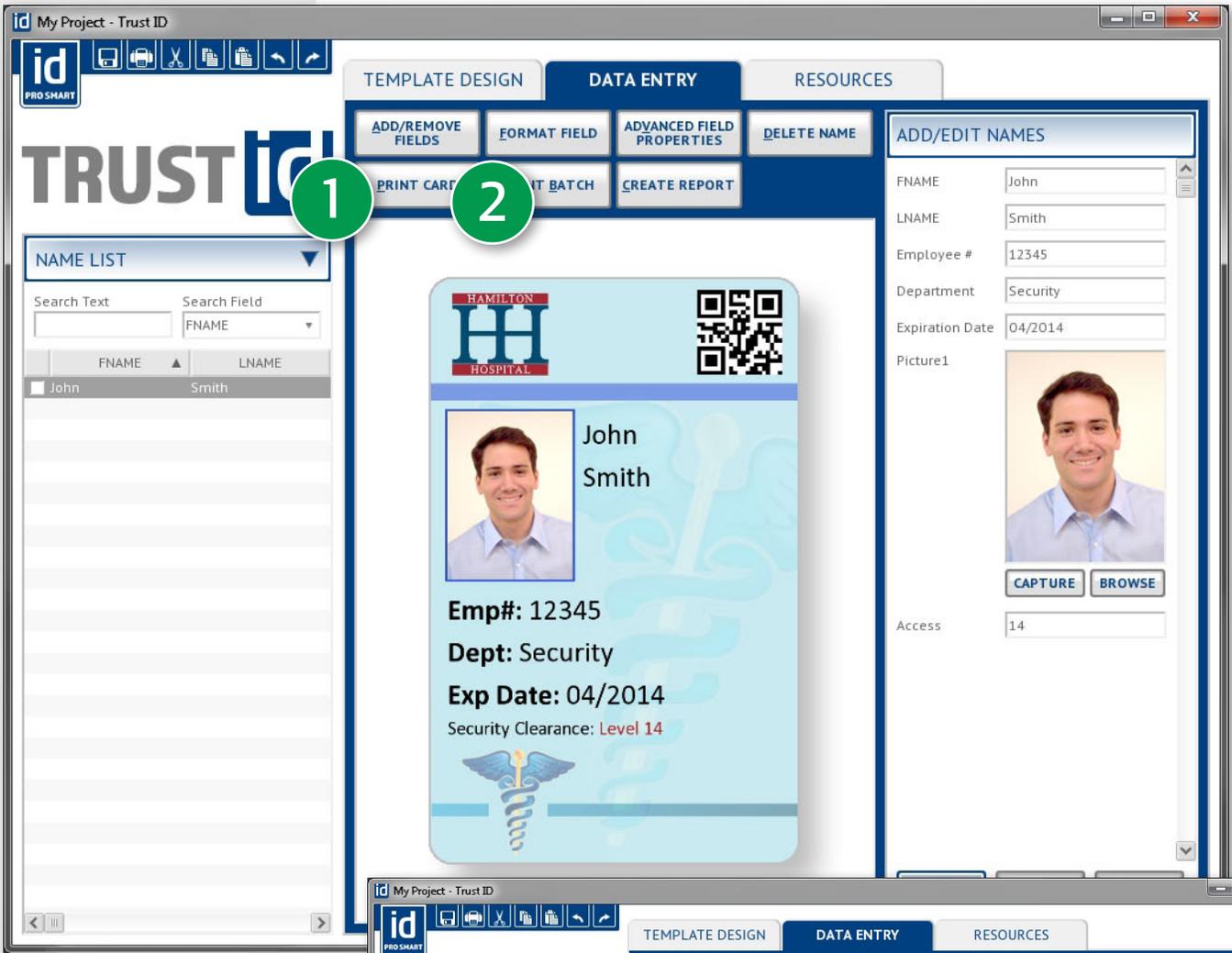
Printing Cards:

1. Click **PRINT CARD** to print the selected card.

2. To print more than one card at a time, click **PRINT BATCH**.

3. You can choose to print all of the records in your database or only those that have their check boxes **MARKED** in the **NAME LIST** grid.

4. Click **OK**.

Great job! You have just created your first ID card using Trust ID! This tutorial has provided you with the basics for making great looking, functional IDs. Now you're ready to start designing and managing your own ID cards with confidence.

TRUST id
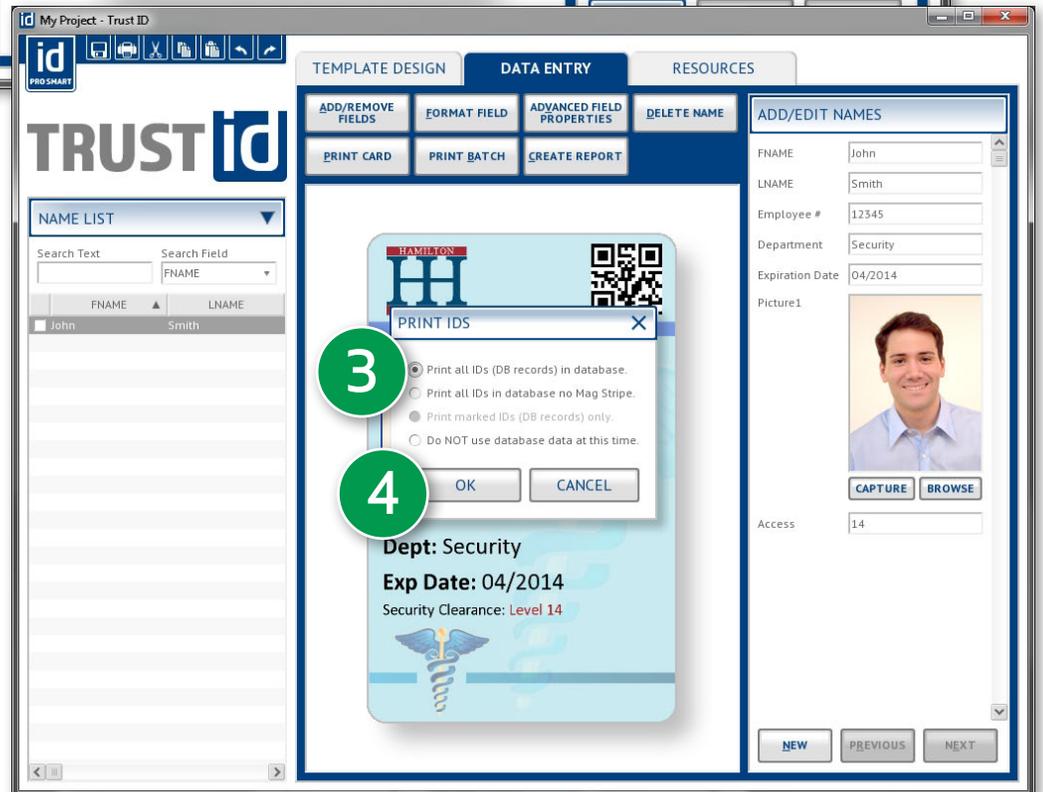
ID CARD ISSUANCE

┌─────────── **System Requirements** ───────────┐

Intel® Core™ i3 or higher, 2GB RAM (4GB or higher recommended)

256MB video RAM with DirectX 9 or above hardware support.

1024 x 768 resolution (1280 x 1024 or higher recommended)

DVD-ROM drive, 1GB free hard drive space, Windows XP SP2 or higher.

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For guides and updates, visit trustidsoft.com/support