



# Upgrades to Secure Perfect 3.0 and Later: Re-Create a Badge Design

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### NOTE



If you possess a previous version of this document, you may notice changes since the last publication, marked by a change bar which is a vertical line in the margin that visually identifies significant new or revised material.

## Overview

Secure Perfect 3.0 and later uses an upgraded Imaging package to view and capture images and signatures; and view, create, or edit badge designs. Badge designs for versions earlier than Secure Perfect 3.0 must be recreated in Secure Perfect.

Use this document to record the parameters of your current Secure Perfect badge design (versions earlier than Secure Perfect 3.0) in order to re-create this design in Secure Perfect. If you have multiple badge designs, you may wish to make copies of this document. After recording the design information, an identical badge design can be re-created in Secure Perfect Imaging Badge Designer.

### NOTES



Badge designs do not need to be recreated if you are upgrading from 3.0 to Secure Perfect 3.X or later.

Before you begin your recording effort, review the look of your badge design. You may want to adjust a component of your design before documenting its parameters. Leave sufficient space for a slot punch.

## Displaying a Badge Design in Secure Perfect Badge Designer

- Follow the procedures that follow to display the badge design you want to duplicate.

1. In Secure Perfect 2.X or EE 1.1, select **Badge Designer** from the **Personnel** menu.
2. Click **Search** to display a list of your existing badge designs.
3. Select the badge design you wish to duplicate, then click **Edit Badge Design**.

**Result:** Your chosen design is displayed as specified.

4. Print a copy of the badge design for reference purposes.
5. Click the ruler on the toolbar to display the ruler on the outside edges of the badge design grid.

#### NOTES



The grid measurement used (mm or inch) was determined in the **Badge Properties** when the design was originally created.

## Recording a Badge Design in Secure Perfect Badge Designer

### File Name

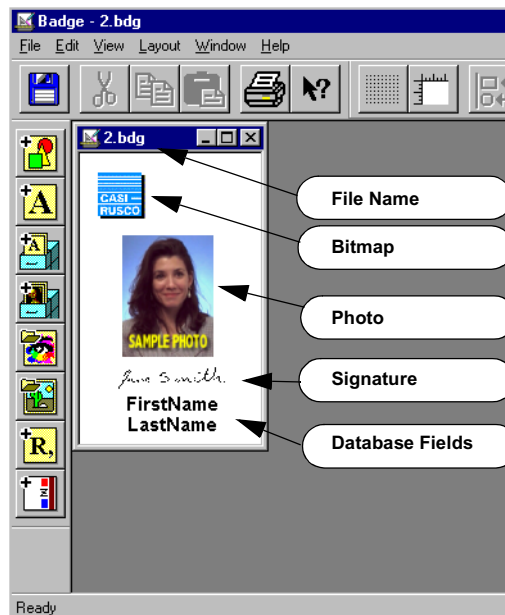
What is the **File Name** of the badge design parameters you will be recording?

File Name:

#### NOTES



For example purposes, the parameters that follow relate to our design named 2.bdg.



### Bitmap

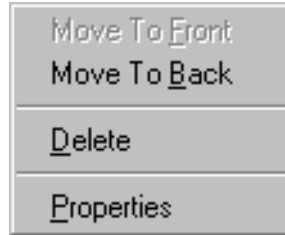
#### ► To record the bitmap parameters:

1. Left-click a bitmap image (or JPEG graphic) to select.

**Result:** Brackets display around the selected bitmap (displays as a logo on badge 2.bdg).

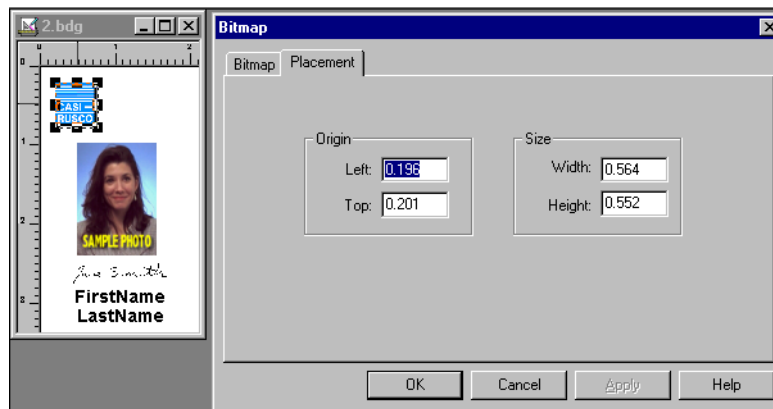
2. Right-click the selected bitmap image.

**Result:** The badge shortcut menu displays.



3. Select **Properties** from the badge shortcut menu.

**Result:** The **Bitmap** properties dialog window displays.



4. If not already displayed, select the **Placement** tab. Record the placement:

Origin:		Size:	
Left:	_____	Width:	_____
Top:	_____	Height:	_____

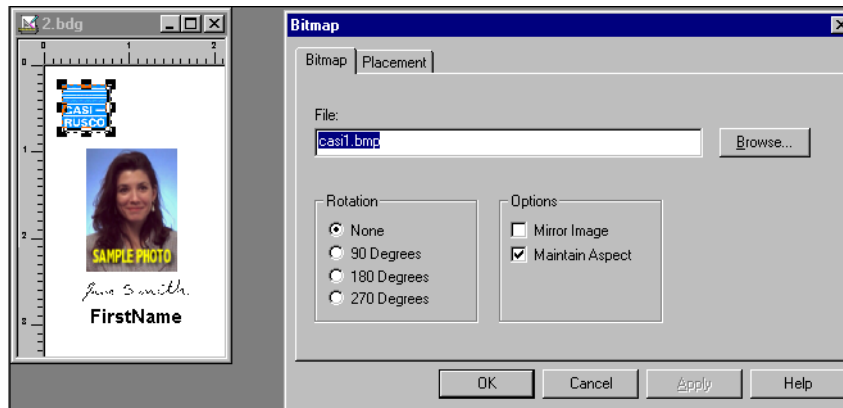
These measurements also display in the status bar of the Badge Designer.

#### NOTES



5. Select the **Bitmap** tab.

**Result:** The **Bitmap** tab displays



#### 6. Record the **Rotation** and **Options**:

##### **Rotation:**

None: \_\_\_\_\_

90 degrees: \_\_\_\_\_

180 degrees: \_\_\_\_\_

270 degrees: \_\_\_\_\_

##### **Options:**

Mirror Image: \_\_\_\_\_

Maintain Aspect: \_\_\_\_\_

### Bitmap Graphic Name

#### ► If you do not know the file name of a bitmap graphics:

1. The name of the graphic displays on the **File** line. Record this file name. (In our example, the **File** name is **casil.bmp**.)

#### NOTES



Later, while re-creating your badge design in Secure Perfect Imaging Badge Designer, verify that the file name does not already display in your new database. You do not want to overwrite an existing file name.

2. Click **Cancel**.

### File Path

#### ► To obtain the path and location of the bitmap you are using:

1. In Windows Explorer, navigate to your Secure Perfect program file folder.
2. Double-click the program folder.

**Result:** The directory tree displays all folders in the Secure Perfect program. One of the folders is labeled **Designs**.

3. Double-click the **Designs** folder.

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**Result:** All graphic images associated with your Secure Perfect badge designs are displayed.

Example path:

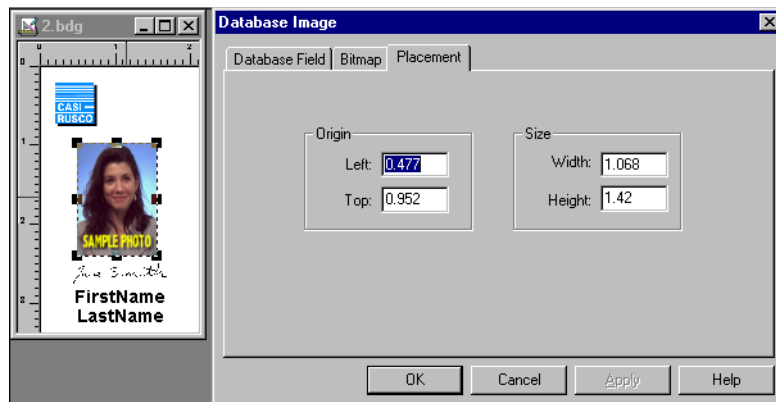
C:\Program Files\Casi-Rusco\Secure Perfect\Designs

## Photo

► To record photo parameters:

1. Left-click on a photo image to select.

**Result:** Brackets display around the selected photo.



2. Right-click on the selected photo image.

**Result:** The badge shortcut menu displays



3. Select **Properties** from the badge shortcut menu.

**Result:** The **Database Image** settings window displays.

4. If not already displayed, select the **Placement** tab. Record the placement:

Origin:                      Size:  
Left:        \_\_\_\_\_ Width:        \_\_\_\_\_  
Top:        \_\_\_\_\_ Height:        \_\_\_\_\_

## NOTES



These measurements also display in the status bar of the Badge Designer.

5. Select the **Bitmap** tab.
6. Record the parameters displayed:  

Rotation:	Options:
None:        _____	Mirror Image:        _____
90 degrees: _____	Maintain Aspect:        _____
180 degrees        _____	
270 degrees        _____	
7. Select the **Database Field** tab and verify the image type as **Photo**.
8. Click **Cancel**.

## NOTES



All photo images can be found on the Server computer, in the **Secure Perfect\Images** folder.

## Aspect Ratio

Aspect ratio of all photographs in Secure Perfect Badge Designer defaults to 4 X 3. Verify that your badge design in Secure Perfect has the default ratio.

### ► To find and record the aspect ratio:

1. Select **Parameters** from the **Administration** menu of the Secure Perfect program, then select **Settings** tab.

**Result:** The parameter settings display.

2. Record the **Photo Aspect Ratio** that displays.

Height:        \_\_\_\_\_

Width:        \_\_\_\_\_

## Signatures

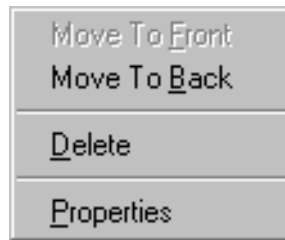
### ► To record signature parameters:

1. Left-click the signature to select.

**Result:** Brackets display around the selected signature.

2. Right-click the selected signature.

**Result:** The badge shortcut menu displays.



3. Select **Properties** from the badge shortcut menu.

**Result:** The **Database Image** property settings open, displaying the **Database Field** tab.

4. Verify that **signature** is highlighted on the **Database Field** list.
5. Select the **Placement** tab. Record the placement.

<b>Origin:</b>	<b>Size:</b>
Left:      _____	Width:      _____
Top:      _____	Height:      _____

#### NOTES



These measurements also display in the status bar of the Badge Designer.

6. Select the **Bitmap** tab.

Record the **Rotation** and **Options** parameters:

<b>Rotation:</b>	<b>Options:</b>
None:      _____	Mirror Image:      _____
90 Degrees: _____	Maintain Aspect:      _____
180 Degrees: _____	
270 Degrees: _____	

7. Click **Cancel**.

## Concatenated Fields (if applicable)

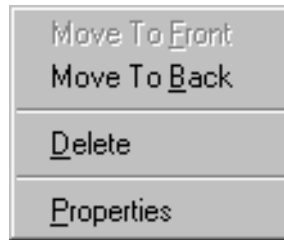
► To record concatenated database fields (such as <Firstname><LastName>):

1. Left-click the concatenated database field to select.

**Result:** Brackets display around the selected field.

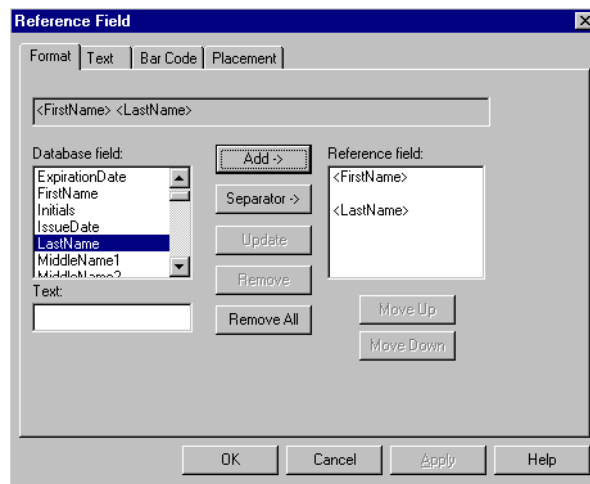
2. Right-click the selected field.

**Result:** The badge shortcut menu displays.



3. Select **Properties** from the badge shortcut menu.

**Result:** The **Reference Field** property settings open, displaying the **Format** tab.



A list of **Database fields** displays on the left. The entries in the **Reference field** dialog box on the right are the names of the fields that were selected from the list of database fields, added, concatenated, and used in your badge design. Record this entry (example: **<FirstName><LastName>:**).

4. Select the **Placement** tab. Record the placement parameters:

<b>Origin:</b>	<b>Size:</b>
Left: _____	Width: _____
Top: _____	Height: _____

#### NOTES

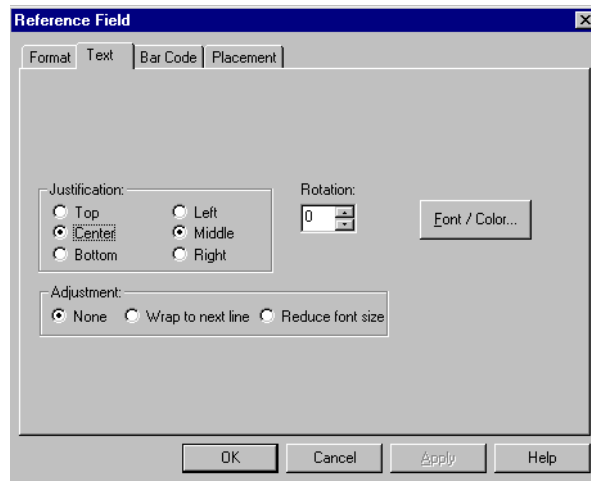


These measurements also display in the status bar of the Badge Designer.

5. Select the **Text** tab.

**Result:** The Text parameters display.





6. Record the **Text** parameters.

**Justification:**

Top: \_\_\_\_\_ Left: \_\_\_\_\_

Center: \_\_\_\_\_ Middle: \_\_\_\_\_

Bottom: \_\_\_\_\_ Right: \_\_\_\_\_

Rotation: \_\_\_\_\_

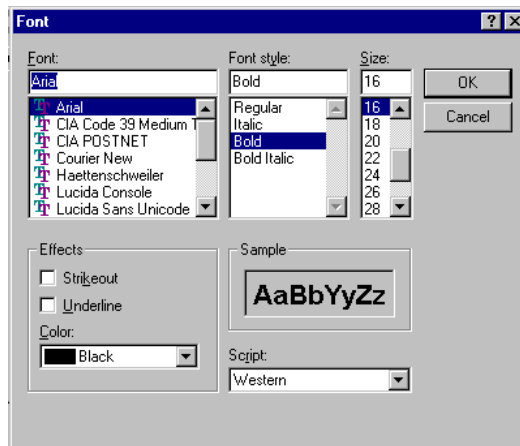
**Adjustment:**

None \_\_\_\_\_ Wrap to Next Line \_\_\_\_\_

Reduce Font Size \_\_\_\_\_

7. Click **Font/Color** on the **Text** tab.

**Result:** The **Font** properties window displays.



- 
- Record the font parameters:

Font name: \_\_\_\_\_

Font style: \_\_\_\_\_

Size: \_\_\_\_\_

Effects:

Strikeout \_\_\_\_\_

Underline \_\_\_\_\_

Color: \_\_\_\_\_

Script: \_\_\_\_\_

- Click **Cancel**.
- Ignore the **Bar Code** tab.
- Click **Cancel** to exit the **Reference Field** property settings.

## Single Field - First Name

### ► To record the **First Name** parameters:

- Left-click on **First Name** to select.

**Result:** Brackets display around the selected text.

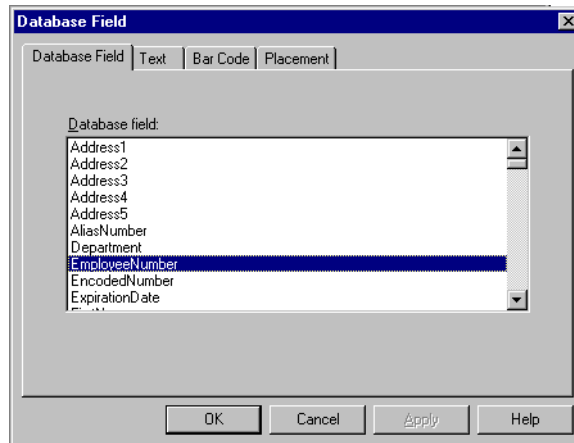
- Right-click on selected **First Name**.

**Result:** The badge shortcut menu displays.



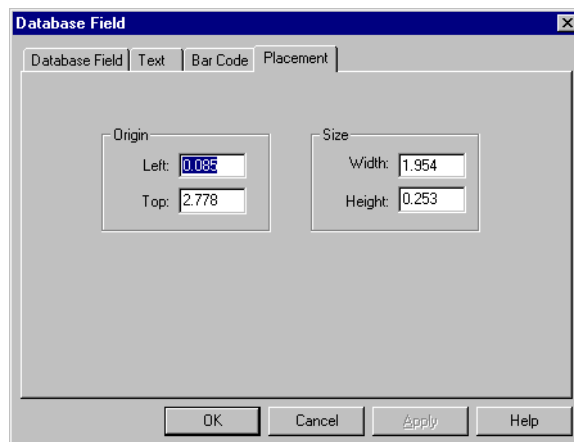
- Select **Properties** from the badge shortcut menu.

**Result:** The **Database Field** settings window displays the **Database field** tab.



A list of **Database fields** displays. Record the selected **Database field** entry. The selected field should be **First Name**.

4. Select the **Placement** tab.



Record the placement:

**Origin:**                      **Size:**  
 Left:                      Width: \_\_\_\_\_  
 Top:                      Height: \_\_\_\_\_

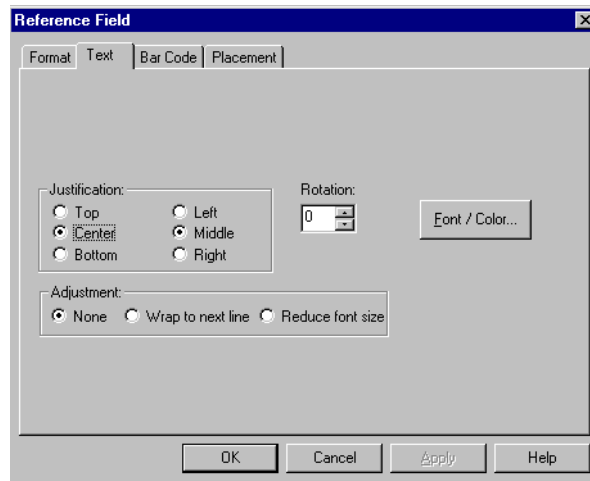
#### NOTES



These measurements also display in the status bar of the Badge Designer.

5. Select the **Text** tab.

**Result:** The **Text** parameters display.



6. Record the **Text** parameters:

**Justification:**

Top            \_\_\_\_\_ Left            \_\_\_\_\_  
 Center        \_\_\_\_\_ Middle        \_\_\_\_\_  
 Bottom        \_\_\_\_\_ Right        \_\_\_\_\_

**Rotation:**

\_\_\_\_\_

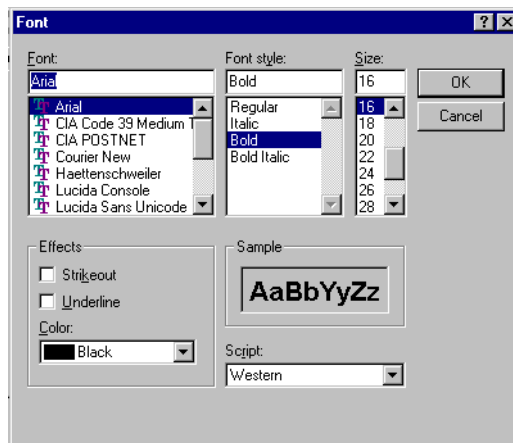
**Adjustment:**

\_\_\_\_\_

None            \_\_\_\_\_ Wrap to next line \_\_\_\_\_  
 Reduce font size            \_\_\_\_\_

7. Click **Font/Color** on the **Text** tab.

**Result:** The **Font** properties window displays.



8. Record the font parameters:

Font name: \_\_\_\_\_

Font style: \_\_\_\_\_

Size: \_\_\_\_\_

Effects: \_\_\_\_\_

Strikeout: \_\_\_\_\_

Underline: \_\_\_\_\_

Color: \_\_\_\_\_

Script: \_\_\_\_\_

9. Click **Cancel**.
10. Ignore the **Bar Code** tab.
11. Click **Cancel** to exit the **Database Field** window.

## Last Name

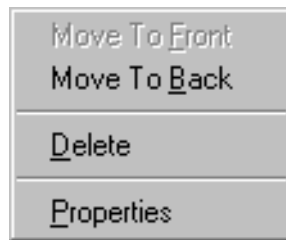
- To record the **Last Name** reference field parameters, you will repeat the steps used for recording the **First Name** field parameters.

1. Left-click on **Last Name** to select.

**Result:** Brackets display around the selected field.

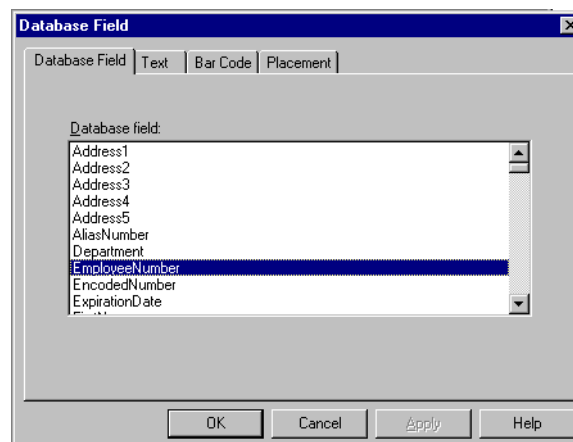
2. Right-click on the selected field.

**Result:** The badge shortcut menu displays.



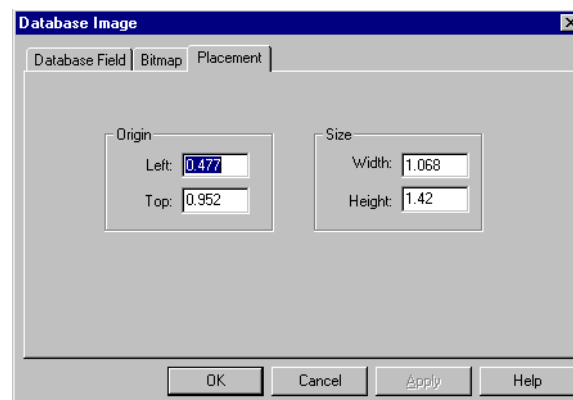
3. Select **Properties** from the badge shortcut menu.

**Result:** The **Database Field** settings window displays the **Database field** tab.



A list of **Database fields** displays. Record the selected **Database field** entry. The selected field should be **LastName**.

4. Select the **Placement** tab.



Record the placement:

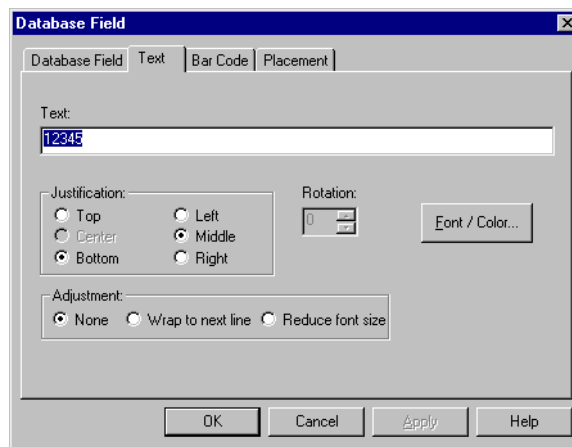
Origin: \_\_\_\_\_ Size: \_\_\_\_\_  
Left: \_\_\_\_\_ Width: \_\_\_\_\_  
Top: \_\_\_\_\_ Height: \_\_\_\_\_

## NOTES



5. Select the **Text** tab.

**Result:** The **Text** parameters display.



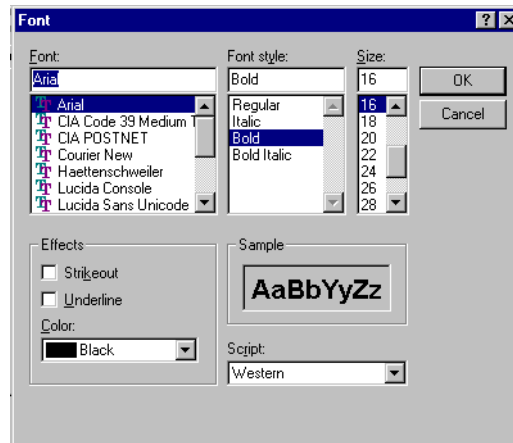
6. Record the **Text** parameters:

### **Justification:**

Top: \_\_\_\_\_ Left: \_\_\_\_\_  
Center: \_\_\_\_\_ Middle: \_\_\_\_\_  
Bottom: \_\_\_\_\_ Right: \_\_\_\_\_  
Rotation: \_\_\_\_\_  
Adjustment:  
None \_\_\_\_\_ Wrap to next line \_\_\_\_\_  
Reduce Font Size \_\_\_\_\_

7. Click **Font/Color** on the **Text** tab.

**Result:** The **Font** properties window displays.



8. Record the font parameters:

Font name: \_\_\_\_\_  
 Font style: \_\_\_\_\_  
 Size: \_\_\_\_\_

Effects:  
 Strikeout \_\_\_\_\_  
 Underline \_\_\_\_\_

Color: \_\_\_\_\_  
 Script: \_\_\_\_\_

9. Click **Cancel**.

10. Ignore the **Bar Code** tab.

11. Click **Cancel** to exit the **Database Field** window.

## Barcode (if applicable)

► To record the barcode parameters:

1. Left-click on a barcode to select.

**Result:** Brackets display around the selected barcode.

2. Right-click on the selected barcode.

**Result:** The badge shortcut menu displays.

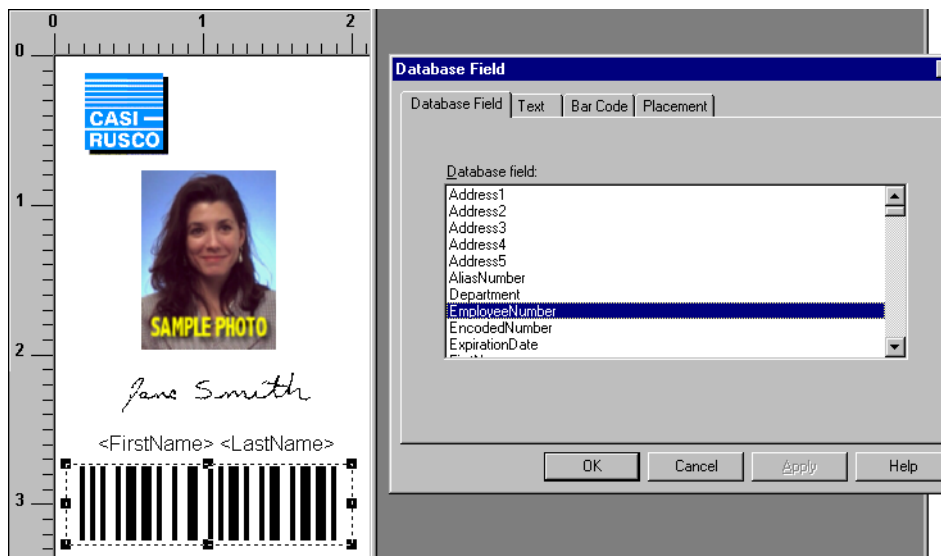




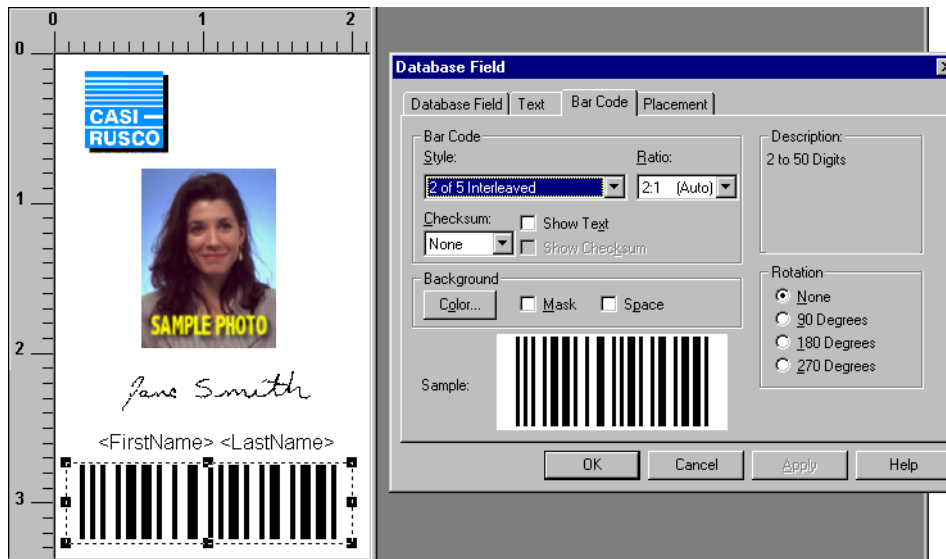
3. Select **Properties** from the badge shortcut menu.

**Result:** The **Database Field** settings displays.

4. Select the **Database Field** tab.



5. Note and record the **Database field** that is highlighted on the list of fields displayed.
6. Select the **Bar Code** tab.



7. Record the parameters:

Style: \_\_\_\_\_

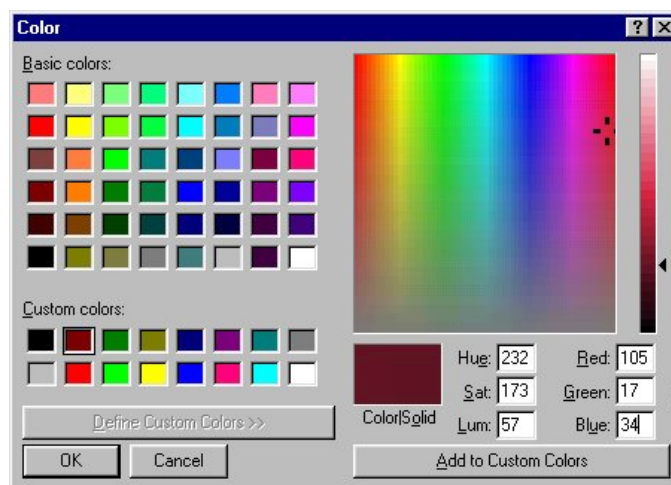
Ratio: \_\_\_\_\_

Checksum: \_\_\_\_\_

Show Text \_\_\_\_\_

Show Checksum \_\_\_\_\_

If a mask was used with the barcode, click **Color...** to obtain the background color, then **Define Custom Colors** to view the expanded **Color** window.



---

Record the defined color parameters:

Hue: \_\_\_\_\_ Red: \_\_\_\_\_  
Sat: \_\_\_\_\_ Green: \_\_\_\_\_  
Lum: \_\_\_\_\_ Blue: \_\_\_\_\_

8. Click **Cancel** to exit the color window.

Record as selected:

Mask \_\_\_\_\_  
Space \_\_\_\_\_  
Description: \_\_\_\_\_

Rotation:

None \_\_\_\_\_  
90 Degrees \_\_\_\_\_  
180 Degrees \_\_\_\_\_  
270 Degrees \_\_\_\_\_

9. Select the **Placement** tab. Record the placement:

Origin: \_\_\_\_\_ Size: \_\_\_\_\_  
Left \_\_\_\_\_ Width \_\_\_\_\_  
Top \_\_\_\_\_ Height \_\_\_\_\_

**NOTES**



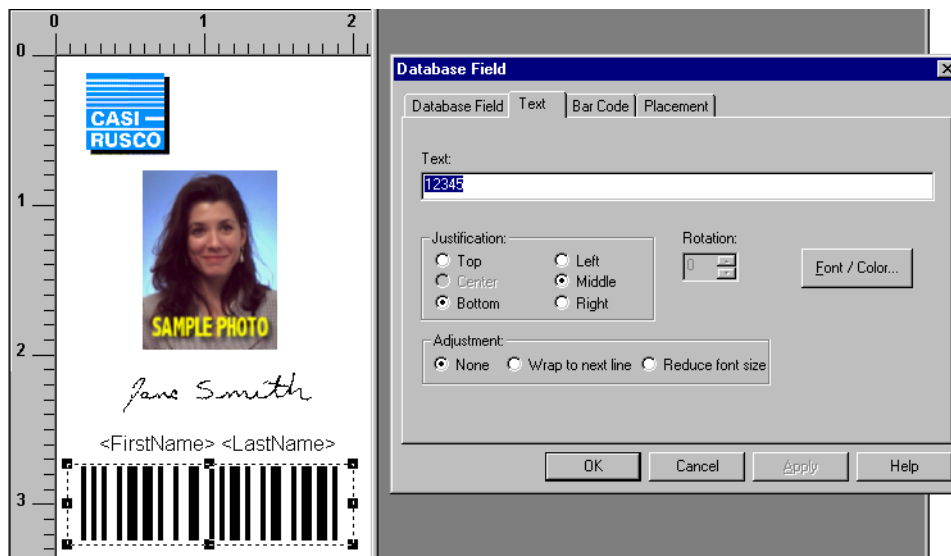
These measurements also display in the status bar of the Badge Designer.

10. Select the **Text** tab.

**NOTES**



If **Show Text** is selected on the **Bar Code** tab, you will need to record Text parameters.



11. Record the text parameters, if applicable.

Justification:

Top \_\_\_\_\_ Left \_\_\_\_\_

Center \_\_\_\_\_ Middle \_\_\_\_\_

Bottom \_\_\_\_\_ Right \_\_\_\_\_

Rotation: \_\_\_\_\_

Adjustment:

None \_\_\_\_\_ Wrap to next line \_\_\_\_\_

Reduce Font Size: \_\_\_\_\_

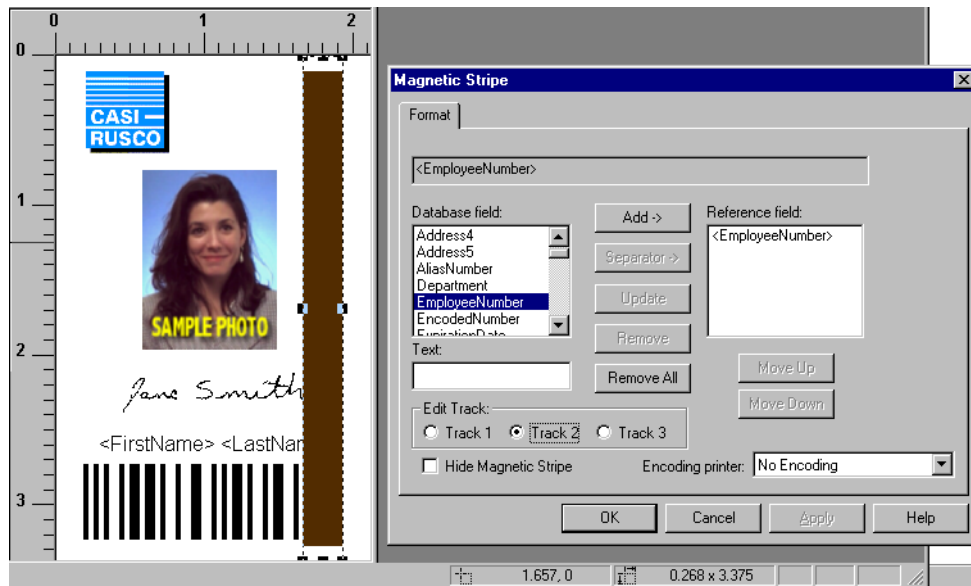
12. Click **Cancel**.

## Magnetic Stripe (if applicable)

### ► To record magnetic stripe parameters:

1. Click the **Mag Stripe** icon.

**Result:** The **Magnetic Stripe** settings window displays. **At this point, the magnetic stripe is NOT visible.**



2. Clear the **Hide Magnetic Stripe** check box (to display the magnetic stripe).
3. Click **OK**.

**Result:** The magnetic stripe will now display on the badge design. Brackets display around the selected magnetic stripe.

4. Right-click on the selected magnetic stripe.

**Result:** The badge shortcut menu displays.



5. Select **Properties** from the badge shortcut menu.

- 
- Record the magnetic stripe parameters:

\_\_\_\_\_

Record the name of the database field:

\_\_\_\_\_

Record Edit Track (track to be encoded):

\_\_\_\_\_

Record Encoding Printer (name of printer that was used to encode your badge)  
from drop-down list provided.

\_\_\_\_\_

- Select the **Hide Magnetic Stripe** check box. This will eliminate the magnetic stripe image from the badge design.
- Click **Cancel**.

## Delete Badge Design Files (.bdg) Prior to Conversion to Secure Perfect

### NOTES



After you record the badge design properties and prior to conversion of your system to Secure Perfect, the \*.bdg badge design files should be deleted.

Badge designs in versions earlier than Secure Perfect 3.0 do not get converted to Secure Perfect format and it is impossible to delete them after the conversion. The design files can be removed by using the **Delete** function of the Badge Design Form.

If you fail to delete the \*.bdg files prior to conversion, the names of the old badge designs will show on the Badge Design Form in Secure Perfect; however, there will be no associated \*.gdr files. You will get an error message when attempting to edit \*.bdg files in Secure Perfect. (Badge design files associated with Secure Perfect 3.0 and later have a suffix of \*.gdr.)

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## Re-Creating a Badge Design in Secure Perfect Imaging Badge Designer

- If you have recorded the design parameters of your badge design, you will be able to re-create this design in Secure Perfect Imaging Badge Designer.
  1. Select **Badge Design** from the Secure Perfect **Personnel** menu.
  2. The **Badge Design Form, Design** tab displays.
  3. Click **Add** and enter a unique **Description**, then click **Save**.
  4. Click **Edit Badge Design** to run the Badge Design program.
  5. The **Imaging** design window units of measure should match the units of measure used by the Secure Perfect Badge Design grid. Refer to “Displaying a Badge Design in Secure Perfect Badge Designer” on page 1.1. Click **Units of Measure** (upper left-hand corner where the horizontal and vertical rulers converge) and change accordingly.

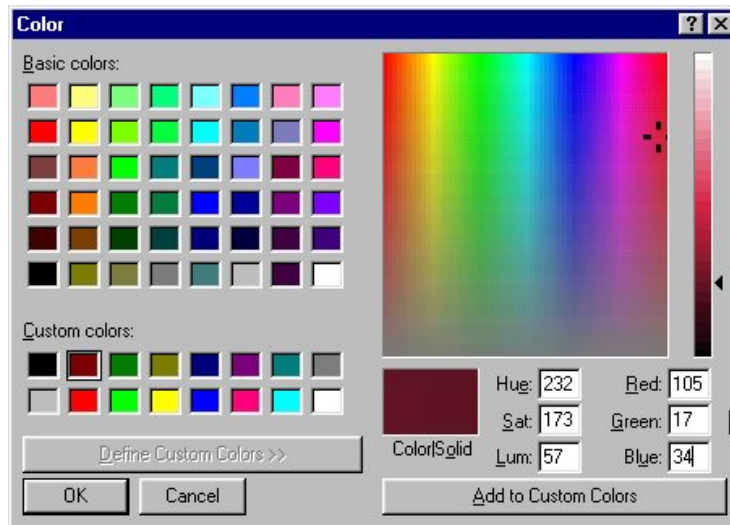
Your recorded badge design parameters and the following Secure Perfect window samples will assist you in re-creating your badge design. Not all steps to re-create your badge design are included in this section. For a complete description of the Imaging Badge Design program features, refer to the Secure Perfect Imaging Online Help.

### Text Color

1. Select **Object** from the **Imaging Main** menu, then **Text Color**.

**Result:** The **Color** dialog box displays.
2. Under **Custom colors**, at the bottom of the window, select a box.
3. Click **Define Custom Colors**.

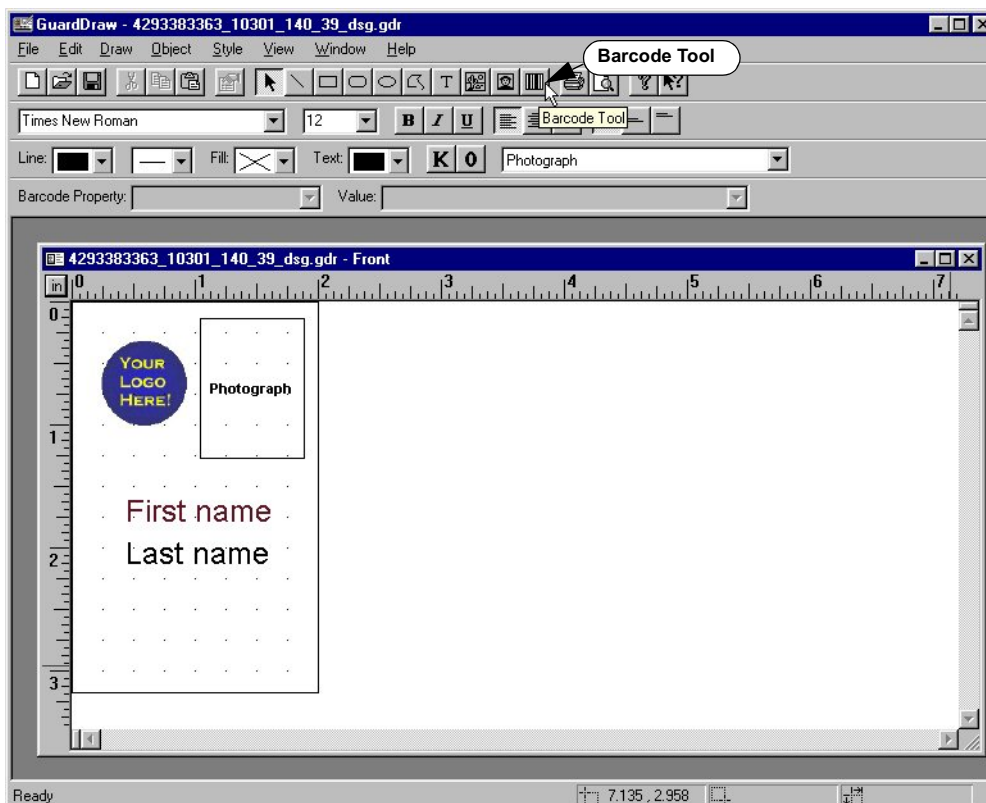
**Result:** The **Color** dialog box expands to reveal a more extensive selection of colors. You can re-create or define a custom color.



4. Click **Add to Custom Colors**.

**Result:** The custom color will display as the first color selection in the **Text Color** drop-down list on the **Badge Designer** main window.

## Barcode Attributes



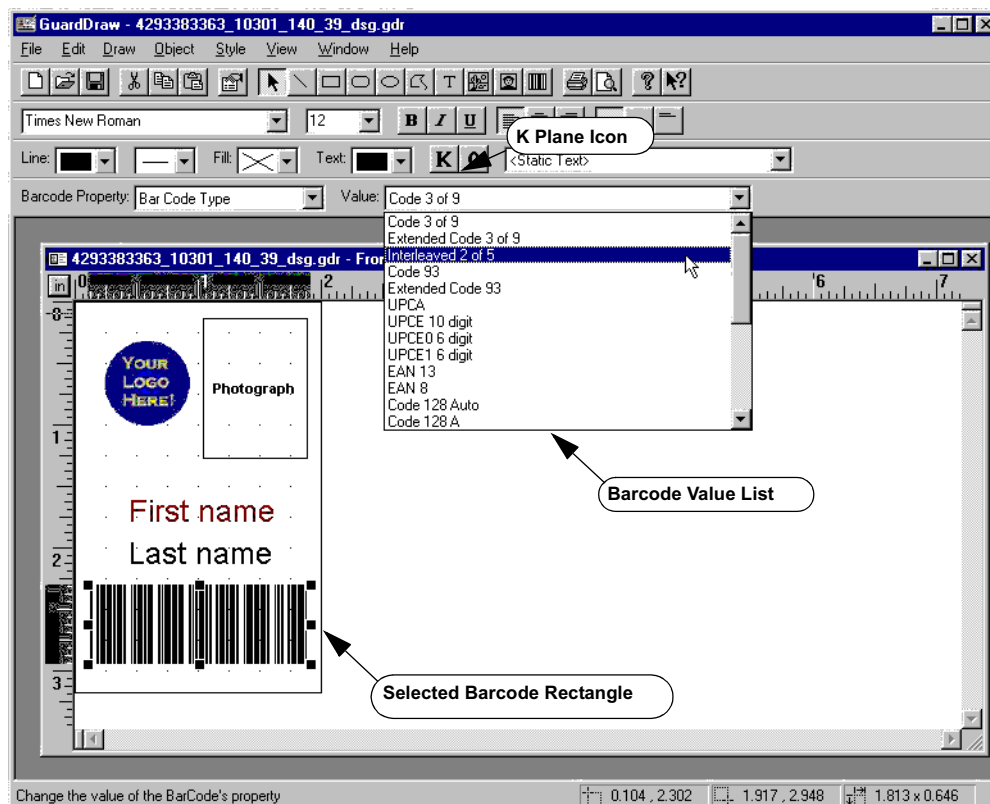


► **To create a barcode in Secure Perfect Imaging Badge Designer:**

1. Click **Barcode** tool icon and move the mouse pointer onto the editing window.
2. Press and hold the left mouse button to anchor one corner of a flexible barcode rectangle, and then drag the pointer.

**Result:** The flexible rectangle stretches horizontally from the anchor point to the new pointer position.

3. When you are satisfied with the barcode's size, release the left mouse button.



4. Click the arrow to the right of the **Value** list, located opposite the **Barcode Property** list.

**Result:** The list expands to reveal the various barcode types available.

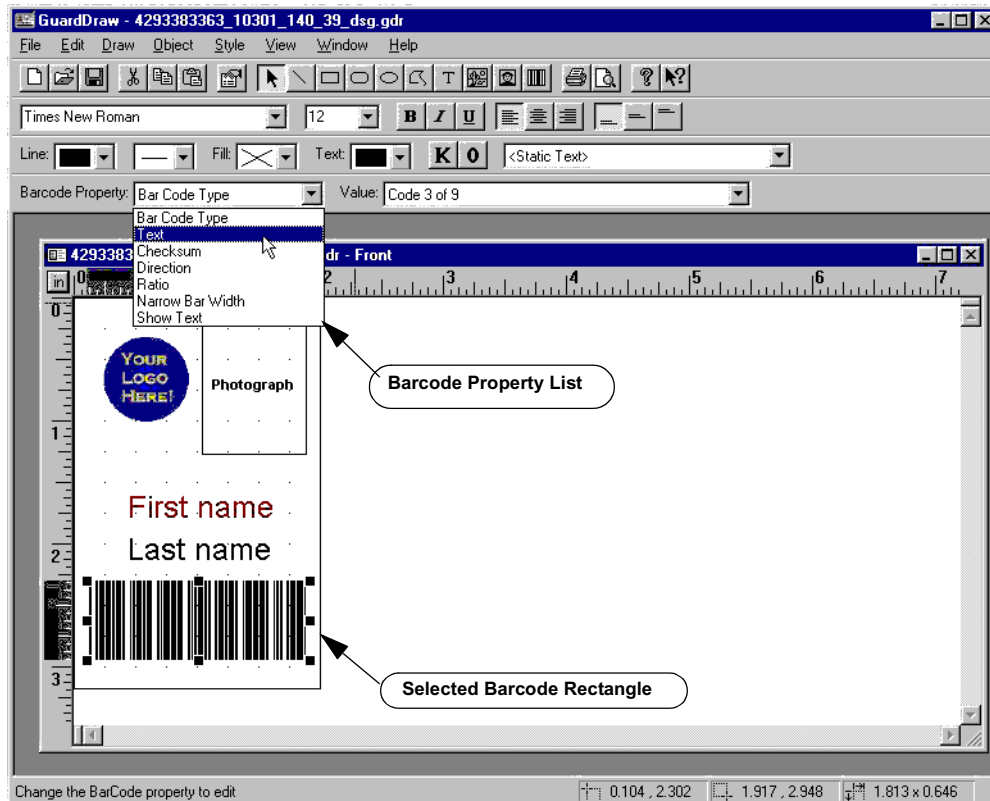
5. Select or enter the appropriate barcode value.

## Barcode Properties

### ► To change the properties of the barcode:

1. Click the arrow to the right of the **Barcode Property** drop-down list.

**Result:** A drop-down menu displays with the available options.



2. Select one of the barcode properties (for example, **Ratio**).
  3. Click the arrow to the right of the **Value** list, located opposite the **Barcode Property** list.
- Result:** The list expands to reveal the various barcode type values available.
4. Select or enter the appropriate barcode value.

## Printing on the K Plane

### ► To ensure that the barcode is printed with resin black portion of the printer ribbon:

1. Verify that the barcode has brackets around it.
2. Click the **K** Plane icon.

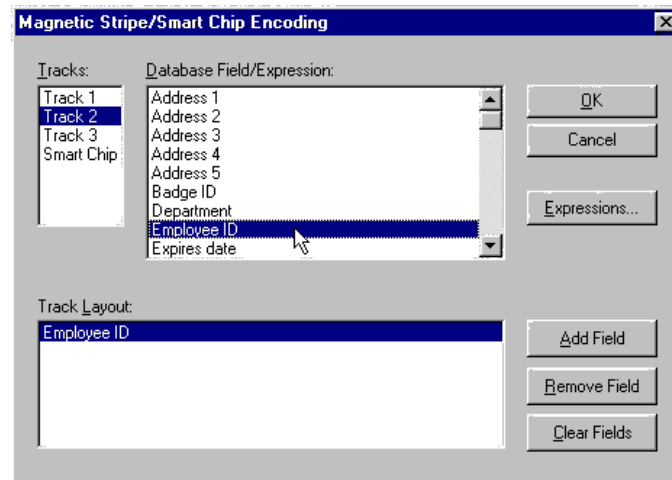
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## Encoding Magnetic Stripe Information

► To encode magnetic stripe information:

1. From the **Edit** menu, select **Card Encoding**.

**Result:** A **Magnetic Stripe/Smart Chip Encoding** window similar to the following will display.



2. Select track number from the **Tracks** dialog box (far left window).
3. Select database field to be used from the **Database Field/Expression** list.
4. Click **Add Field**.

**Result:** The selected database field will display in the **Track Layout** dialog box at the bottom of the window.

5. Repeat Steps 2, 3, and 4 for each magstripe track to be encoded.

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## **NOTES**