

## Creating a Multi-line Plate

The following steps demonstrate how to create a multi-line plate, which will then be used to create a series of badges.

### Initial Setup

Before beginning the procedure, the following workspace settings were made.

#### Workspace rulers

The ruler units were set to inches. This was done by left-clicking the ruler.

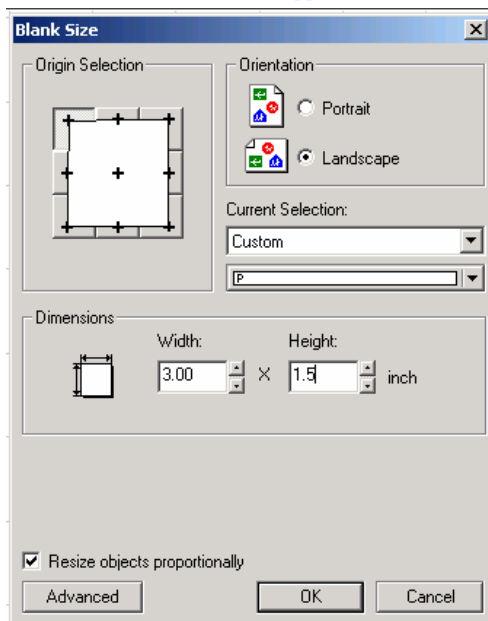


#### Plate Size

The **Plate Size** was set to the dimensions of one plate. This was done by selecting **Plate Size** from the **Layout** menu and setting the following:

- Set **Current Selection** to **Custom**
- Set **Orientation** to **Landscape**
- Click the upper-left quadrant of the **Origin Selection**
- Set **Width** to 3.00 inches
- Set **Height** to 1.50 inches

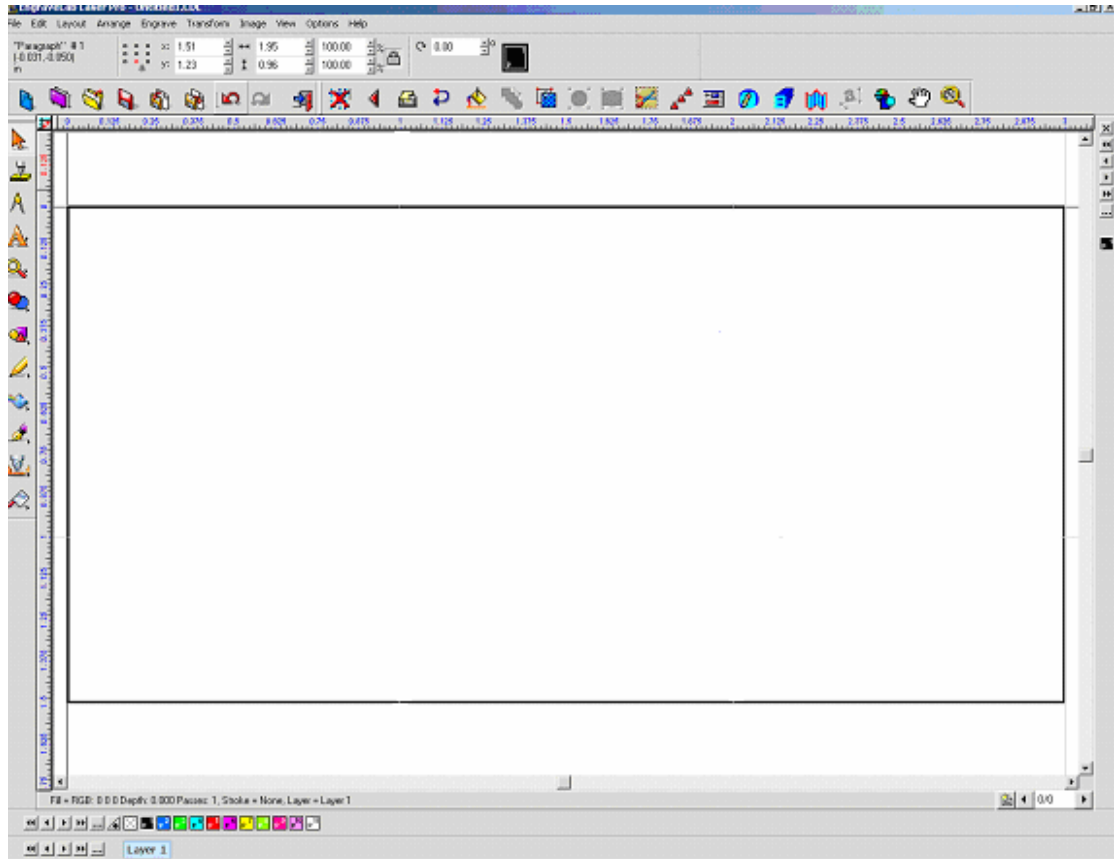
The **Plate Size** dialog should appear as follows:



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Click the **OK** button to accept the changes, and the view will return to the **Sign Plate**.

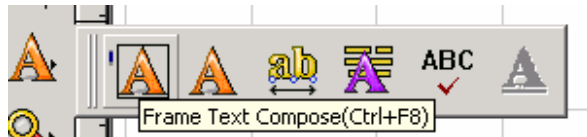
Note that the ruler dimensions correspond to the changes that you have made.



### ***Setting the font properties***

On the workspace, a single plate design must be created that will be used as a basis for creating multiple plates.

At the left of the workspace, choose the **Frame Text Compose** button from the **Text Tools** flyout.

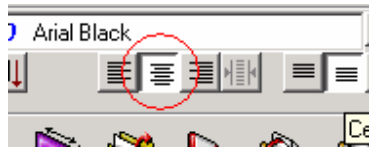


Click within the Sign Plate, and a text frame will be created that fits the dimensions of the Sign Plate. Also notice that the SmartBar controls that appear at the top of the workspace can be used to modify your text editing options.

### ***Center Justify***

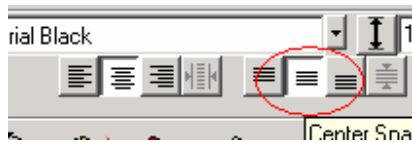
From the SmartBar controls, click the **Center Justify** button.

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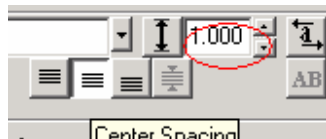
### Center Spacing

Again from the SmartBar, click the **Center Spacing** button.



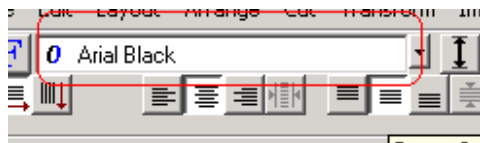
### Font Height

Set the **Font Height** to 0.250 inches.

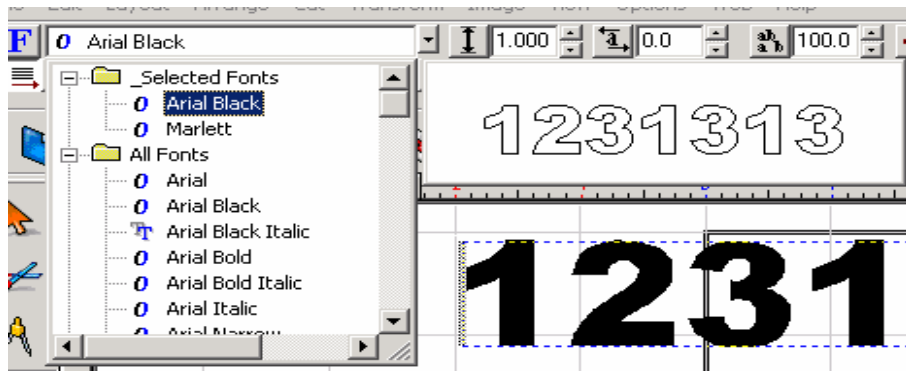


### Font Picker

Click on the **Font Picker** to display a list of available fonts.



The most recently used fonts will be displayed, and more fonts are available by double-clicking the **All Fonts** folder.



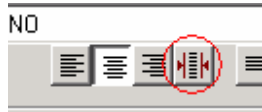
From the **All Fonts** list, search for the font called **DINO**. When this font is found, double-click to select it. The **Font Picker** window will close, and **DINO** will become the current font.



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### Setting the Text Frame Properties

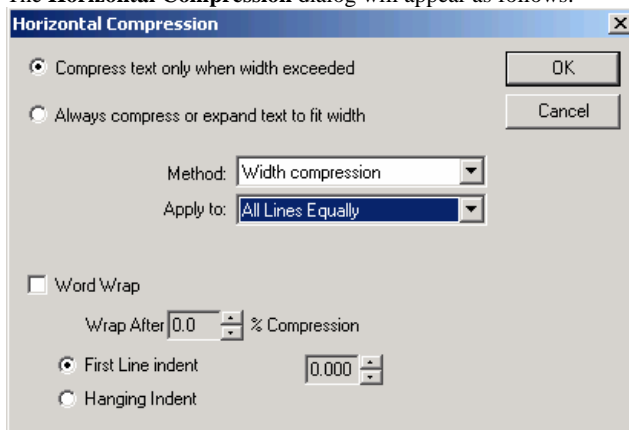
From the SmartBar, click the **Horizontal Compression** button.



The **Horizontal Compression** dialog will open. Use the following settings:

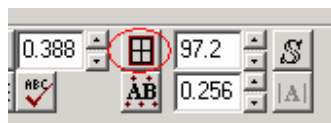
- A) Enable the “**Compress text only when width exceeded**” option
- B) Set the Method drop -list to “**Width compression**”
- C) Set the Apply drop -list to “**All Lines Equally**”
- D) The **Word Wrap** option should be unchecked

The **Horizontal Compression** dialog will appear as follows:



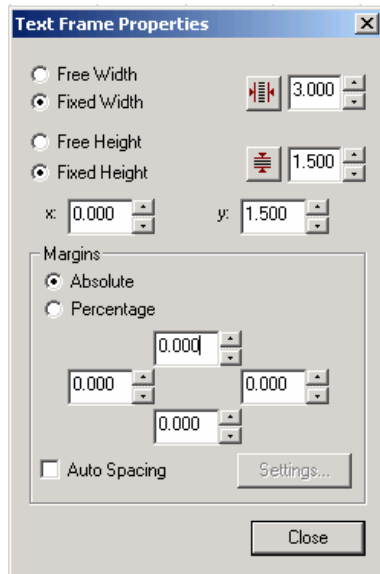
As mentioned earlier, our text frame is equal in size the Sign Plate. Later, when we are substituting badge text, the **Width Compression** setting will prevent substituted text from exceeding the text frame, which prevents the Sign Plate boundaries from being exceeded. Also note that the compression will be applied to **All Lines Equally**. For the given text frame, if one line of text exceeds the text frame boundaries, then all lines for that text frame will be compressed to the same extent. The benefit of this is that all text lines in the layout will have the same width and kerning characteristics, regardless of the text height in each line.

Click **OK** to close the **Horizontal Compression** dialog. From the SmartBar, click on the **Frame Properties** button.

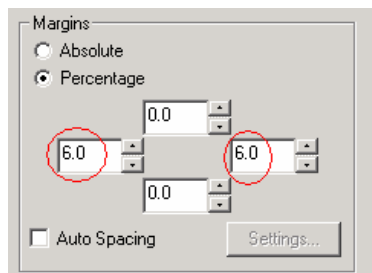


The **Text Frame Properties** dialog will open.

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For the **Margins**, click the **Percentage** option, and then set the left- and right-margins to 6.0 each.



Click the **Close** button to accept the changes made in the **Text Frame Properties** dialog.

### *Creating the plate text*

We are now ready to begin typing text for the plate, and we will type three lines of text. After typing the text for the first two lines, remember to terminate the line by pressing the **Enter** key. As part of this example, try to make one of the text lines extend to the edges of the plate. By doing so, you will notice that all three text lines will be automatically compressed.

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**Note:** When we are later using the **Badges** dialog to choose replacement text, the replacement text fields will be arranged according to the order that text shapes were created on the workspace (i.e. database order). Take care to create text fields in the same order as the fields in the **Replacement Data File**.

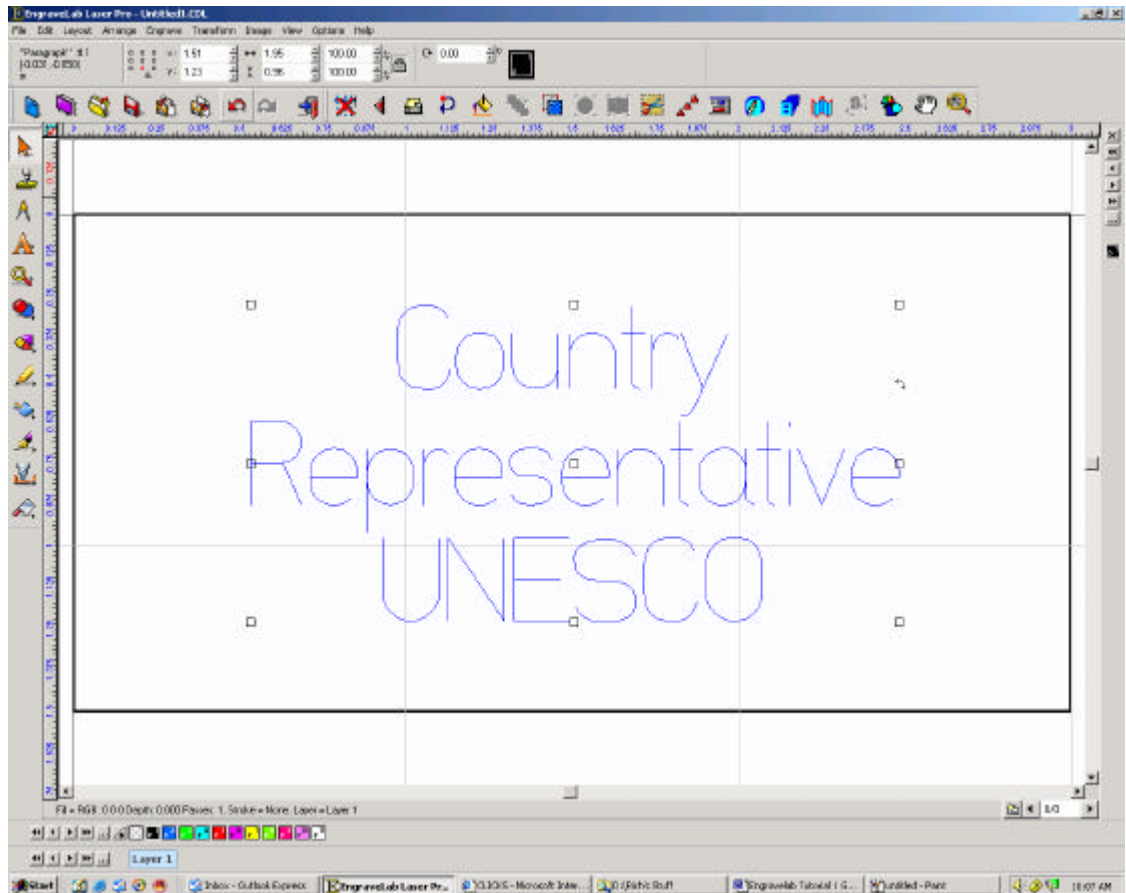
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After typing three lines, use the mouse to click on the **Select** tool.



The resulting plate should appear somewhat like the following:

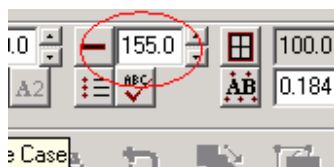
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### ***Adjusting the text spacing***

In some cases, it may be desirable to adjust the spacing between the lines of text.

- From the **Edit** menu, choose the **Select All** item.
- Again from the **Edit** menu, choose the **Edit Text** item. The plate text will now be in an editing mode. Note that the cursor will be a vertical line placed before the first letter of the first line.
- In order to change the spacing between all lines of text, all three lines of text must be selected or highlighted. To select all the text, use the key combination of [Shift + Control + End]. The selected text will become inverted, such that it appears to have a black highlight.
- From the text controls, set the **Line Spacing** to 155%, such that extra space is inserted between each line.

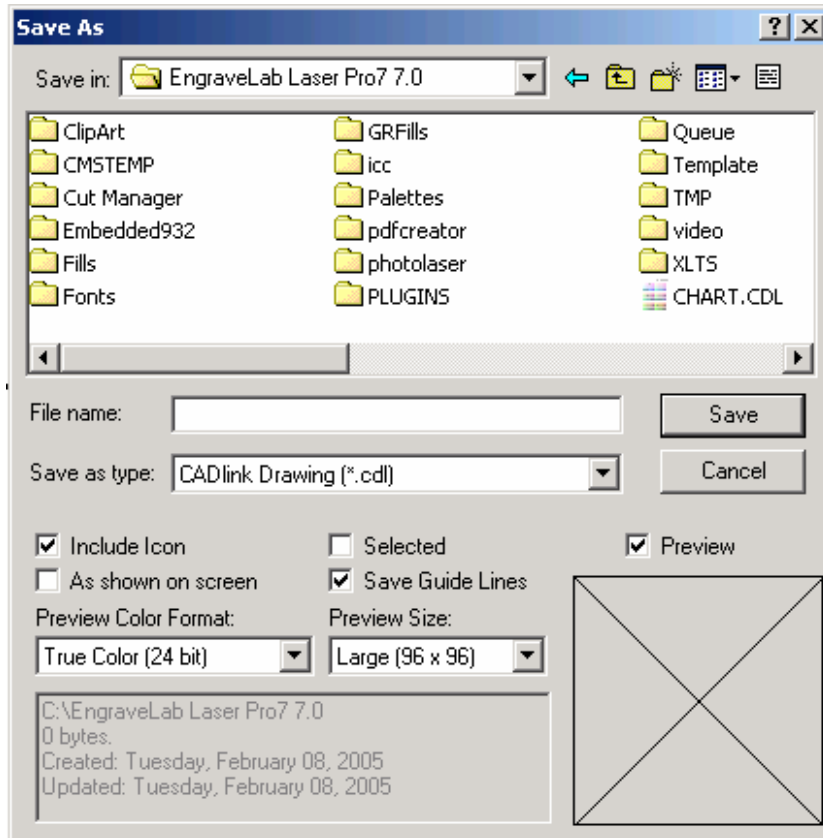


To accept the changes, click the **Select** tool.



### Saving the file

From the **File** menu, choose the **Save** item. Since this workspace had not been previously saved, the **Save As** dialog will appear. By default, the **Save in** directory should be the EngraveLab directory. If this is not the current directory, then it will be necessary to browse for the correct directory.



For the **File name** field, replace the text with "**badge**", which will become the filename for this saved workspace. Click the **Save** button to continue, and the workspace will be saved.

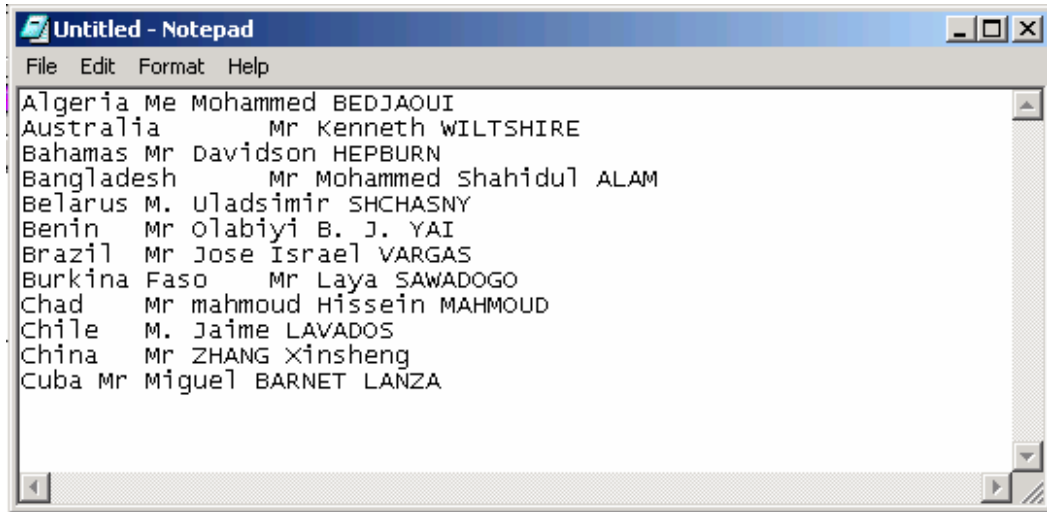
### Creating badge data

Now that plate text has been arranged in preparation of creating badges, some badge data may also be prepared. For badge data, create a text file ("MemberStates.txt") that contains the countries and names of people that will be listed on the badges. For this example, twelve entries were created, where each line was formatted as follows:

[Country][TAB][Representative]

Only one [TAB] character was inserted on each line. When the EngraveLab Badges feature reads the file, each [TAB] character will be used as a delimiter between the [Country] and [Representative] fields. Using this formatting, the resulting text file was created:

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More entries could have been created, but our badge examples will only use the first twelve entries.

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*Note:* The order of fields in the text file should correspond to the order of text shapes on the EngraveLab workspace. This will allow the **Badges** dialog to substitute text in the correct order.

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