

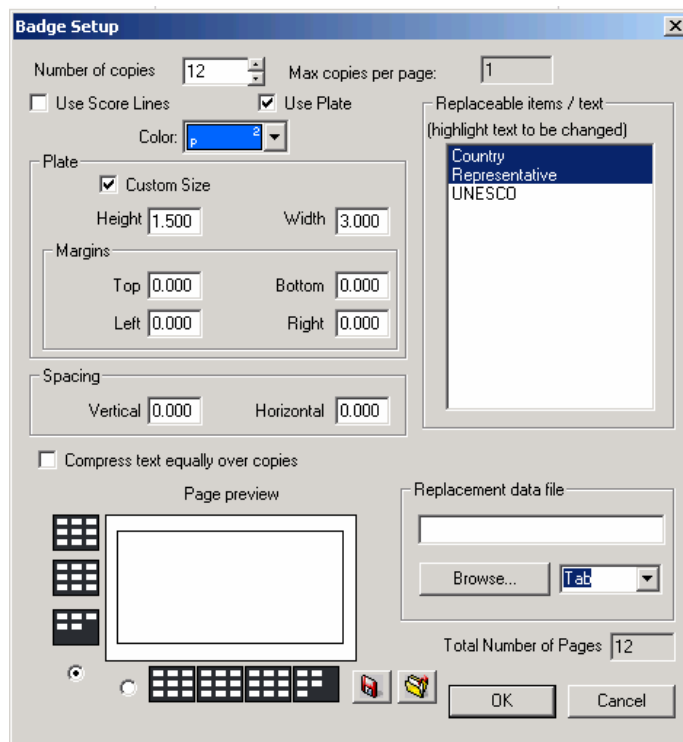
Creating a Single Badge per Plate

In the previous lesson, *Creating a Multi-line Plate*, text was arranged on a multi-line plate. Using that lesson as a basis, the plate will be used to create a series of badges, where there will be a single badge per plate.

Note: In the previous lesson, *Creating a Multi-line Plate*, the multi-line plate was stored as a "badge.cdl" file, and badge replacement text was stored as a "MemberStates.txt" file. Both files will be referred to within this lesson.

Initial Badge Setup

- A) From the **Edit** menu, choose **Select All**. The text will now be selected.
- B) From the **Layout** menu, choose the **Badges** item. The **Badge Setup** dialog will open.



- C) Set the **Number of copies** field to twelve.
- D) Enable the **Use Plate** option. If the **Use Plate** option is already enabled, then disable it and then enable it again. The **Page preview** will now show as a single, white badge, as opposed to multiple badges arranged on a single plate.

Note: Now that the **Use Plate** option is enabled, each badge will be generated on a single plate.

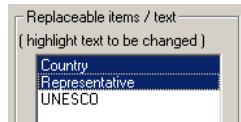
- E) Notice that the **Plate** fields, **Height** and **Width**, have been set to the dimensions of the sign plate. These settings are fine.

Lesson 2 - Creating Single Badges per Plate

- F) The **Margins** may be set, but this example will simply values of zero for **Top, Bottom, Left, and Right**.
- G) Verify that the **Compress Equally Over Copies** option is unchecked.

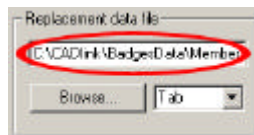
Set Replacement Text

- H) In the **Replaceable items / text** list, click the first line of text ("Country"). Then while pressing the **[Ctrl]** key, click the second line of text ("Representative"). The **Replaceable items / text** list should appear as follows:



Note: The **Replaceable items / text** are arranged according to their database order (i.e. the order in which they were created on the workspace).

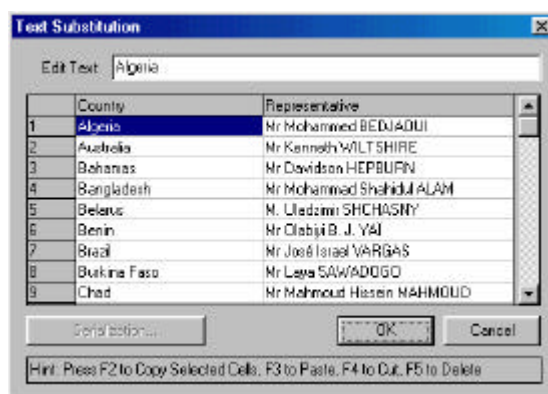
- I) Within the **Replacement data file** section, click the **Browse** button. The **Browse** dialog will open.
- J) Using the **Browse** dialog, locate the "MemberStates.txt" file that was previously created. Select the file and click **Open**. The **Badge Setup** dialog will indicate that the file has been selected.



- K) To the right of the **Browse** button, verify that the drop-list has been set to "Tab".

Text Substitution

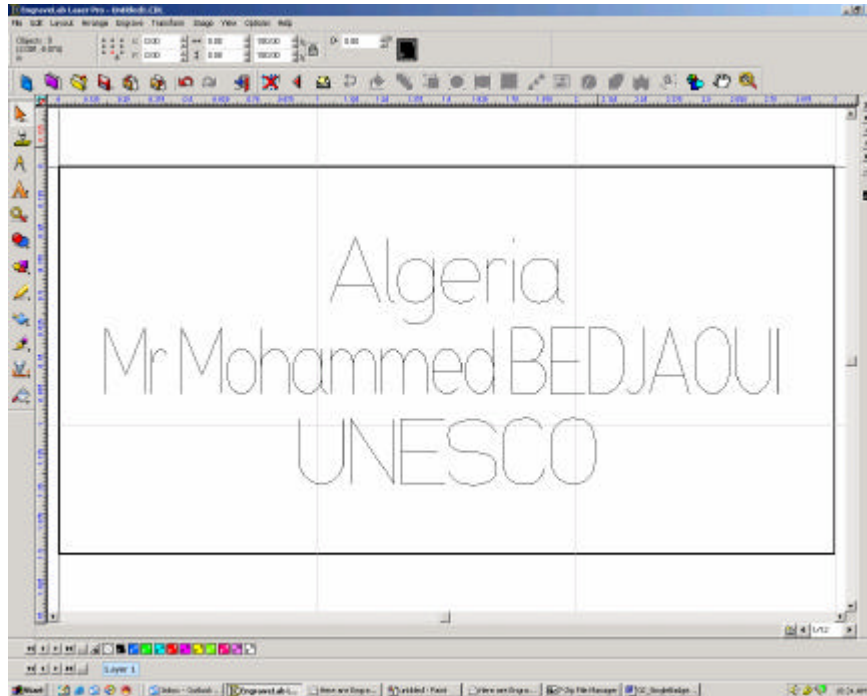
- L) Click **OK** to close the **Badge Setup** dialog, and the **Text Substitution** dialog will open. The twelve entries from the "MemberStates.txt" file will be displayed.



- M) Click **OK** to accept the **Text Substitution** fields, and EngraveLab will proceed to create the badges.

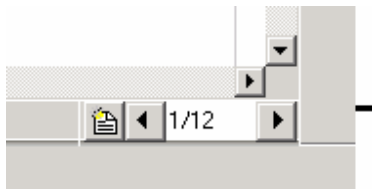
The Finished Badges

When the badges have been completed, the workspace will display the first badge in the series.



The Paging Tool

To view the remaining badges, use the **Paging Tool** that is at the bottom-right corner of the workspace. Click the **Forward** and **Back** navigation buttons to access the other badges.



The **Advance** button will advance the view to the next sign plate display.



The **Rewind** button will move the view to the previous sign plate display.