

ID BADGE PERSONALIZATION SERVICES

DATA AND IMAGE FILE REQUIREMENTS

GRAPHICS FILES:

1. Background images must be provided in 300 dpi *.TIF, *.JPG, or *.PNG files. The size of the background image must be the same size as a PVC card (2.125" x 3.375"). Please note: background images should only contain static elements. All dynamic elements, such as "FirstName" or "LastName", will be added during the personalization.
2. For the best results, graphics must be provided in a vector-based artwork file with all text saved as outlines. (*.eps, *.ai are popular vector based files). If vector based artwork is unavailable, a 300 dpi *.TIF, *.JPG, or *.PNG file is acceptable.

DATA FILES:

1. Data files should be provided in: .xls, .txt, or .csv file format.
2. Each column in the file must represent a database field (ex: FirstName, PhotoName) and each row must represent a card holder record in the database. (Below is a sample .xls and .csv file.)
3. If multiple ID Badge templates are being printed, there must be a column in the data file that dictates what badge design will be printed for each card holder record.

EXAMPLE DATA

Excel

IDNumber	FirstName	LastName	Title	Photo	Signature	Badge Template	Department
100	John	Doe	Nurse	100.JPG	100.TIF	Employee	Maternity
125	Jane	Doe	Technician	125.JPG	125.TIF	Contractor	Security

.TXT or .CSV

IDNumber,FirstName,LastName,Title,Photo,Signature,Badge Template,Department

100,John,Doe,Nurse,100.jpg,100.tif,Employee,Maternity

125,Jane,Doe,Technician,125.jpg,125.tif,Contractor,Security

PHOTOS / SIGNATURES:

1. Photos and signatures should be saved with unique names indicated in the file.
2. If you have both photos and signatures, it is recommended to save all photos as *.JPG and all signatures as *.TIF
3. There must be a column in your data file called "Photo" or Signature" that contains the unique name of each image file. (This is required to import the image files into the correct database record.)
4. All photos should be cropped. The standard resolution of a photo is 300 dpi for best print quality.
5. All signatures must be cropped properly. Typical signatures size is .25" x 1.25" or 75 x 375 pixels at 300 dpi.

Please note: cropping and database clean-up services are available at our standard rate of \$150.00 an hour. Timeframe will vary depending on quantity.

To achieve the best results, it is recommended that all photos are captured with a solid background. Examples include: a solid painted wall or a fabric photo backdrop. Fill the frame with only the head and shoulders.



INCORRECT

CORRECT