CardsPlus
Our solution. Your success

DATABASE
GUIDELINES

Database Guidelines

This is the standard layout for database information. Following these guidelines will ensure a smooth process for the printing of your ID cards. The screen shots are using Microsoft Office 2007. Should you be using an earlier or newer version, please note that while the images will look slightly different, your system will work in the same way.

When submitting variable data, please provide a .csv, .txt or .xls/.xlsx file.
Each column holds the different type of data (ie Name) while the rows represent each card. If using Excel please format cells to TEXT.

Databases
A database can be created in a simple Excel. As datum is input into the spreadsheet- so it prints. This means that any spelling or spacing errors will be printed on the card. If the details are typed in CAPS it will print in CAPS. If printed in lower case, it will print in lower case.

Making a Database from Scratch
Please include only one row for headers. These headers indicate which fields need to be on the card. To reduce the possibility of error or miscommunication, ensure only the fields belonging on the card are put in the database.
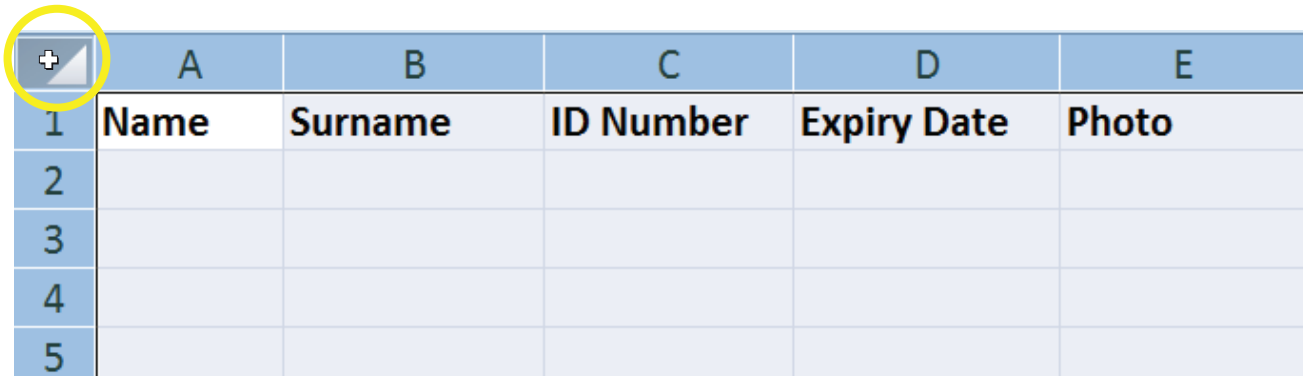
Here is an example of how the headers should look:

	A	B	C	D	E
1	Name	Surname	ID Number	Expiry Date	Photo
2					
3					
4					
5					

A crucial element in using Excel for databases is the formatting. For this purpose all the cells (or blocks) need to be formatted to 'text'. This will ensure that the program saves your data just as you type it.
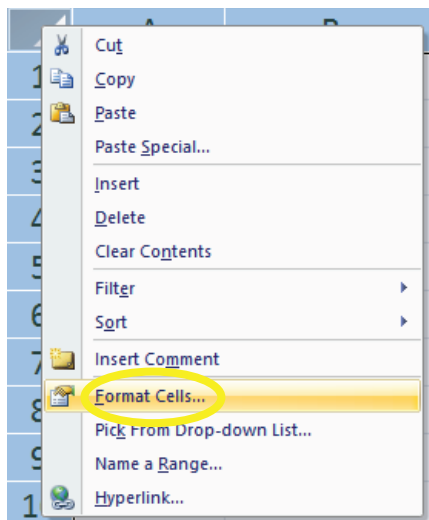
To format all the cells as text:

1. Select all the cells in your spreadsheet by clicking on the blue block that connects the rows and columns indicated by the yellow circle. All the cells or blocks will become highlighted.
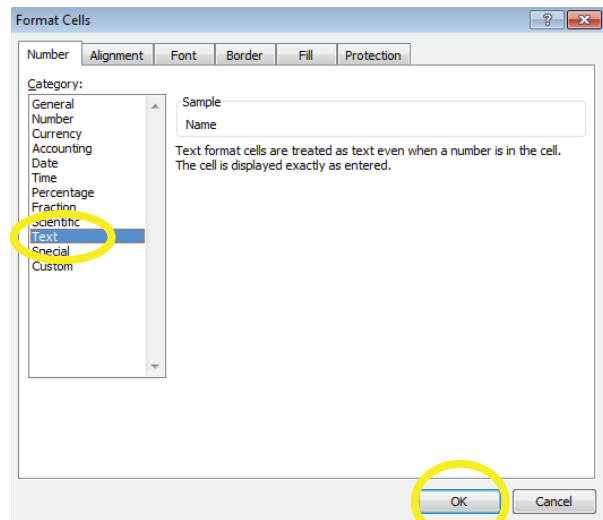

2. Right click on a highlighted cell and left click on "format cells" indicated with the yellow circle.

3. The formatting box will open. Click "Text" in the left hand side and "OK" both highlighted with yellow circles.

4. Now you can type all your data into the fields. Notice: here we have left the photo column blank. Next we will look at how to edit and save your images in the database.

|	A	B	C	D	E
1	Name	Surname	ID Number	Expiry Date	Photo
2	Christine	Alphabet	1234567890123	20/05/2017	
3	Tommy	Nkosa	9900115678901	20/05/2017	
4	Johan	Botha	8701234567811	20/05/2017	
5	Suresh	Naidoo	9902578946314	20/05/2017	

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PHOTO EDIT
GUIDE

How to Edit and Name Photos

1. Open a photo in Microsoft Office Picture Manager and use the crop tool to crop the photo to just the head and shoulders. Try to get each picture to the same dimensions if you are editing a large batch.

2. Make any colour corrections that you find necessary. Make sure the photos is not too dark and all the faces are visable

3. Click "File" and "Save As"
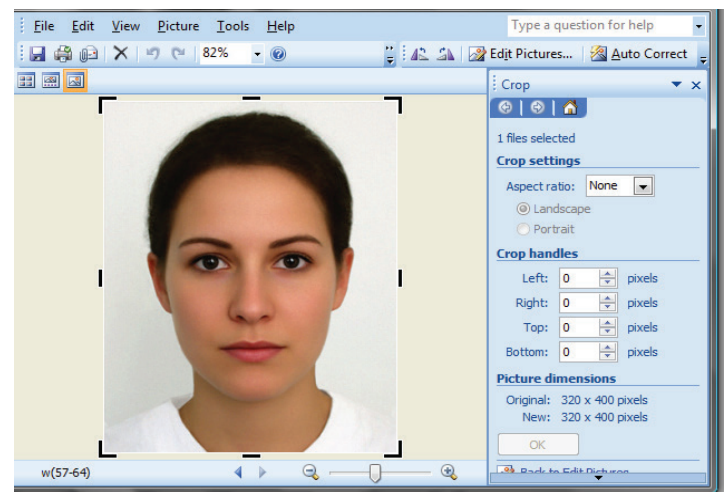
4. Indicate where you want to save your image. Here I am saving it in a folder on my desktop so that I can find it easily.

5. Type in the file name. Avoid using spaces, – (hyphens) . (fullstops) in your name. If separating first and surnames _ (underscore) is acceptable.

Saving by a unique number like a membership number for large organisations works well, as does saving by names for smaller organisations.

6. For ease of use, saving all your images in a JPEG format is ideal. You can change the file type in the area indicated by the large yellow circle. When ready, click "save".
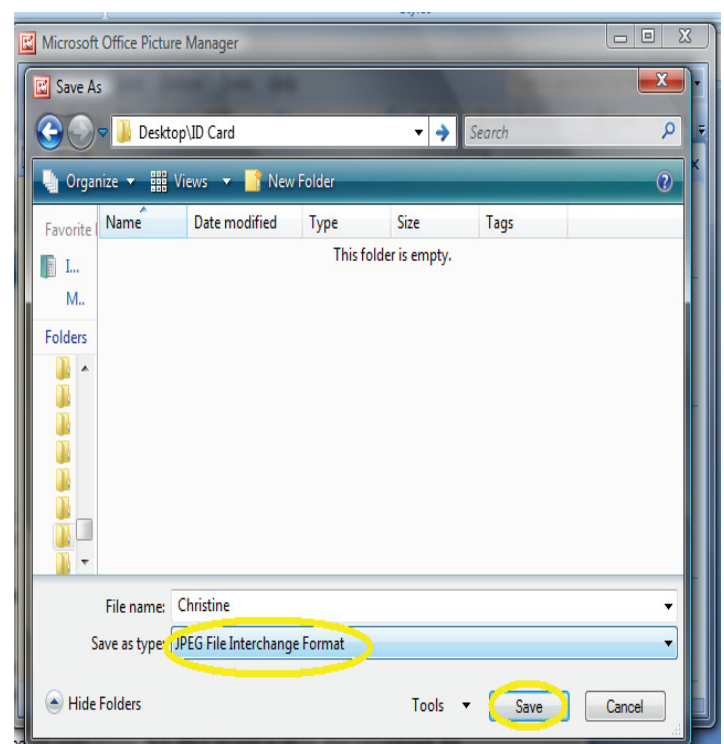
7. Type the exact name that you named your photo into your database and indicate the file extension. The file extension for a JPEG file is '.jpg'. **This photo is named Christine and the file extension is .jpg. In the database we will input Christine.jpg in the photo column.**

Please note: Capitalisation counts! Ensure that the same letters are capitalised in both the photo name and the database field. Here is an example of the JPEG photo with the name displayed and how we would input it into the database.

Christine.jpg

	A	B	C	D	E	F
1	Name	Surname	ID Number	Expiry Date	Photo	
2	Christine	Alphabet	1234567890123	20/05/2017	Christine.jpg	

If the photo is named incorrectly no photo will be printed onto the card. CardsPlus willnot know if the wrong image is printed or if an image does not print (but should).

8. After all the photos are named and the correct name is input into the database your spreadsheet should look like this:

	A	B	C	D	E
1	Name	Surname	ID Number	Expiry Date	Photo
2	Christine	Alphabet	1234567890123	20/05/2017	Christine.jpg
3	Tommy	Nkosa	9900115678901	20/05/2017	Tommy.jpg
4	Johan	Botha	8701234567811	20/05/2017	Johan.jpg
5	Suresh	Naidoo	9902578946314	20/05/2017	Suresh.jpg

9. Once all your data is ready, save the file as a Excel spreadsheet (.xls). Burn a disc or email through all the images and the database to your CardsPlus representative.

DONT'S

Please don's insert the photos as pictures. The .jpg's needs to be send as seperate files.

	A	B	C	D	E
1	Name	Surname	ID Number	Expiry Date	Photo
2	Christine	Alphabet	1234567890123	20/05/2017	