

MULTIPLE SIGN/BADGE LAYOUT AND SERIALIZATION WITH ENGRAVELAB

ENGRAVERS SOLUTIONS recommends EngraveLab software to complete your projects quickly and easily, giving them the professional look your customers demand.

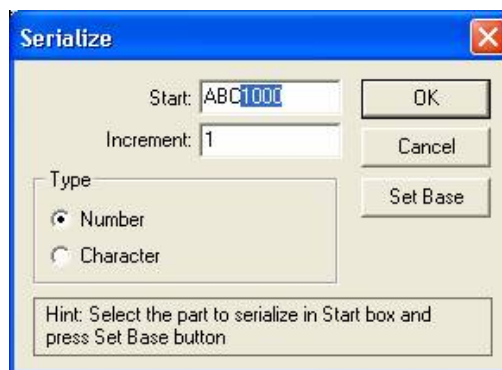
This document explains how to use EngraveLab to create multiple signs or badges at a time and add serialization such as office numbers or other information that will be unique to each sign or badge.

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Serializing Alphanumerics

- ➔ Highlight the alphanumeric
- ➔ On the LAYOUT menu click on MULTIPLES
- ➔ In the Multiples Setup window select the text you want to serialize in the box labeled Replaceable Items/Text
- ➔ Click OK
- ➔ When you are in the Serialize window, make it look like below and highlight the 1000
- ➔ Click SET BASE
- ➔ Click OK. it should come out properly

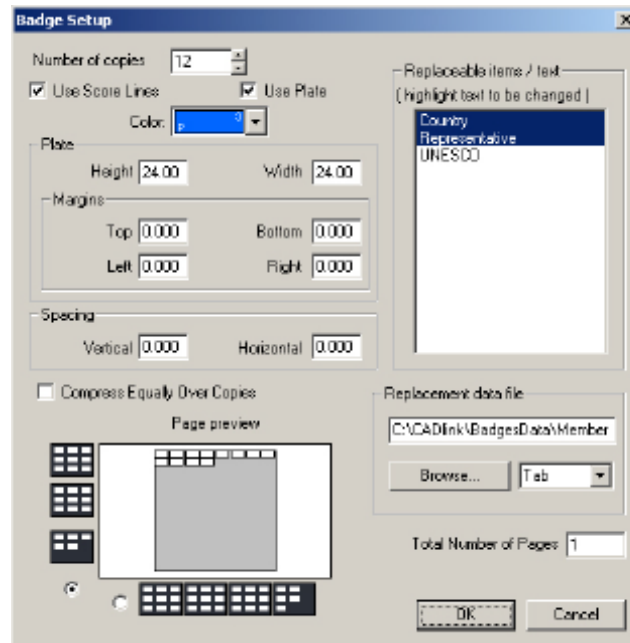


**MULTIPLE SIGN/BADGE LAYOUT AND SERIALIZATION
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Creating Multiple Badges per Page

In this example we will make 12 badges. Each badge has 3 lines naming a **Country**, the **Representative's** name and the **Organization**. In this example we will be replace **Country** and the **Representatives** name on the badge and keep the **Organization** the same on each badge.

- A. From the **Edit** menu, choose Select All. The text and shadow shapes 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. If the **Use Plate** option is selected, then disable it and then enable it again. Notice that the **Page** preview is now showing as a single, white badge, as opposed to multiple badges arranged on a single plate
- E. Notice that the **Plate** fields, Height and Width, have been set to the dimensions of the sign plate. However, this example presumes that a sheet of material (24 inches by 24 inches) has been loaded into the machine. So in the **Badge Setup** dialog, the Height field should be 24, and the Width field should be 24. The **Page** preview now indicates that there are twelve badges arranged on a single plate

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- F. Set the **Margins** – Top, Bottom, Left, and Right to zero
- G. Set the **Spacing** – Vertical and Horizontal to zero
- H. Verify that the **Compress Equally Over Copies** option is disabled.
- I. Enable the **Use Score Lines** option and set the **Color** drop-list to Blue (P3)

Set Replacement Text

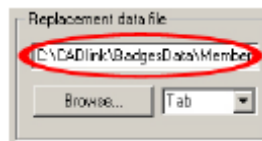
- J. In the **Replaceable Items/Text** list, click the first line of text (“Country”). Then while pressing the CONTROL key, click the second line of text (“Representative”). The **Replaceable Items/Text** list should appear as follows:



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

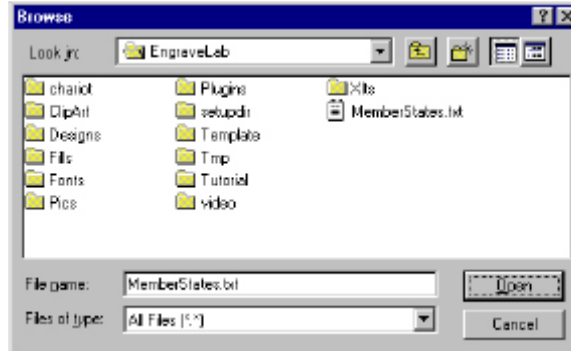
- K. If you are going to type the names in manually, click OK to close the **Badge Setup** dialog, and the **Text Substitution** dialog will open. This is where you will type in the names. (See the image in Step N, then go to Step O)

If you are importing the names from an established list then, within the **Replacement data** file section, verify that the drop-list next to the BROWSE BUTTON has been set to “Tab.” Then click the BROWSE button. The **Browse** dialog will open.



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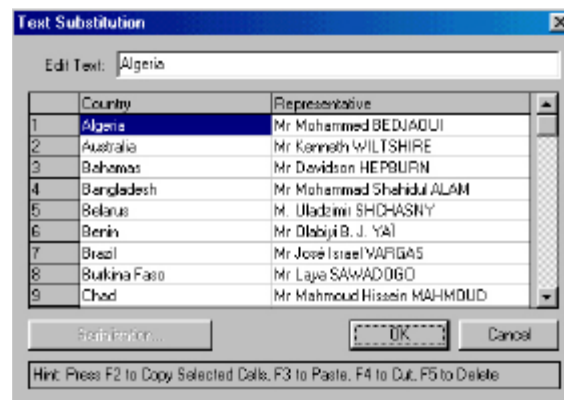
- L. Using the **Browse** dialog, locate the “MemberStates.txt” file that was previously created. Click on the file.



- M. The Badge Setup dialog will indicate that the file has been selected.

Text Substitution

- N. 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.



- O. Click on OK to accept the Text Substitution fields, and EngraveLab will proceed to create the badges.

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The Finished Badges

When the badges have been completed, the workspace will reset the plate size to 24 inches by 24 inches, and the twelve badges will be arranged upon the plate.

