

# QuikCard ID Solution

**User Guide**



**ZEBRA**

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**Important** • You will need at least two USB 2.0 ports to connect the Printer and Camera to your computer, and a CD Drive to install the *CardStudio* software.



**Important** • It is recommended that you install the Zebra Windows Driver from the included Zebra CD or from the Zebra website at [www.zebra.com/quikcard-info](http://www.zebra.com/quikcard-info), and use that driver when printing cards with the *CardStudio* software.



**Note** • The recommended computer configuration is Microsoft Windows 7, 8, or 10 operating system with a minimum of 1 GB of memory.



**Note** • The included Zebra *CardStudio* software specifically supports the Zebra Card Printer included with your QuikCard ID Bundle. Please refer to the included on-line CardStudio Help file for the specific features and capabilities of the CardStudio Edition included with your Bundle

# Introduction

Congratulations on your purchase of the Zebra Technologies QuikCard ID Solution. The QuikCard ID Solution includes everything you will need to easily create and print full-color plastic cards for use as ID cards, visitor badges, business cards, and many other purposes.

The QuikCard ID Solution includes *CardStudio* software with pre-designed Quick Designed Cards, so you do not have to be a graphic designer! Simply select a Quick Designed Card, add or change elements including text, add your logo, take and add a color picture, and print top quality plastic cards!

If you wish, you can easily keep the individual data for each card in a simple Microsoft Excel® data file. This lets you do things like keeping a person's name, address, ID number, and picture together for future use.

This Getting Started Guide will show you how easy it is to create and print your own cards.

## Do you have everything?

\_\_\_\_\_ Zebra Card Printer

\_\_\_\_\_ Print Ribbon for the Card Printer

\_\_\_\_\_ Cards

\_\_\_\_\_ Zebra CardStudio Software

\_\_\_\_\_ Camera with USB cable

# Installation

1. Install and configure your Printer; see the printer's Setup Guide.
2. Install the Camera; refer to the camera's installation instructions. Note that the Camera Windows Driver may need to be downloaded from the manufacturer's web site.
3. Install the included *CardStudio* software.
  - a. Insert the *CardStudio* CD-ROM in the computer's CD/DVD Drive.
  - b. The *CardStudio* splash screen will appear after a few moments. If the *CardStudio* Setup Screen does not show up automatically, choose "Run" from the Windows Start Menu; then type D:\setup, where D is your CD/DVD Drive letter.
  - c. Follow the on-screen instructions for Installation.

Note • The software license is for a single user on a PC and requires software license key activation. Please register your software and keep the license key information in a safe place.

4. Refer to the *CardStudio Setup and Install Guide* for registration details. The guide is included with your *CardStudio* software and can be downloaded from the Zebra website at [www.zebra.com/cardstudio](http://www.zebra.com/cardstudio).

# CardStudio Software Overview

The *CardStudio* software included with your QuikCard ID Solution is based on the use of pre-designed Quick Design Cards. This greatly simplifies card design.

Quick Design Cards are organized in the following categories, though any Quick Design Card could be used for any particular function.

- Clubs and Associations
- Education
- Government ID Cards
- Healthcare
- PhotoID
- Retail
- Visitor

The use of a Quick Design Card allows you to choose images for predefined objects, like background and logos, as well as create new design objects over a Quick Design Card.

Individual data can be stored on a spreadsheet with point-to-image-file fields (images are stored in a specific file location), that can be linked to predefined objects on the Quick Design Card.

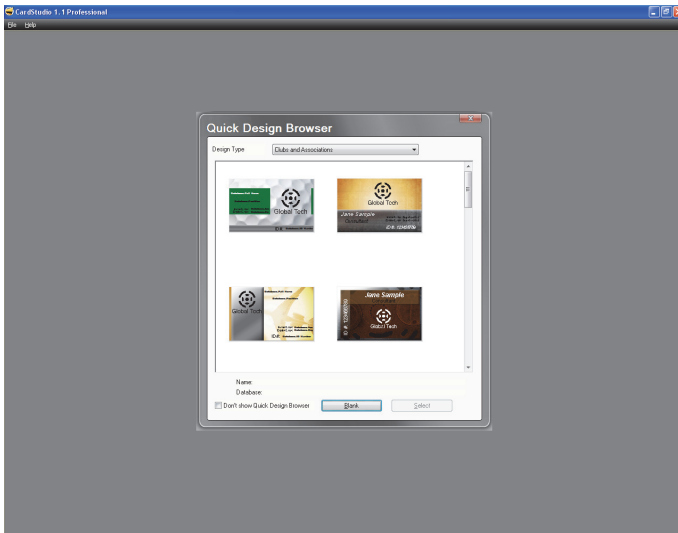
All Quick Design Card files (data, images, etc.) are stored in default sub-folders within the *CardStudio* Program Folder:

C:\Program Files (x86)\Zebra Technologies\CardStudio\QuickDesignCards

# Build a Card

## Run CardStudio

1. Launch *CardStudio* by clicking on the desktop icon. Note that the icon was placed on the desktop when *CardStudio* was installed.
2. The *CardStudio* splash screen will briefly display.
3. View the initial Quick Design Card selection screen.





# Pick a Quick Design Card (pre-designed card)

1. In the Quick Design Browser, select the desired Design Type from the drop-down menu; e.g., PhotoID.



2. Click on the desired Quick Design Card (circled above) to select it.
3. Click on the *Select* button.
4. The selected Quick Design Card will open in Design View.



# Modify Quick Design Card Objects

Examine the selected Quick Design Card in Design View.

## To change the background:

1. Click on the **Design** option on the Dashboard.



2. View the various backgrounds in the thumbnail display area.
3. Select a new background by clicking on the thumbnail (circled above).
4. The new background will replace the old background.

## To position the objects on the card:

1. Manually position the objects (text boxes, images, etc.) via the drag-and-drop method.



2. Align selected objects (text boxes, images, etc.) via the Alignment Tool.

## To change text:

1. Edit or replace the existing text by selecting the text directly.



2. Align the text within the text boxes (left, center, right, etc.) via the **Position** option on the Dashboard.
3. Apply text attributes (font, size, color, word wrap, etc.) via the **Text** option on the Dashboard.

## To add text:

1. On the Drawing toolbar, click the Text Drawing Tool; the pointer will change to a hand with an T Icon.



2. Move the pointer to the location on the card where you want to place the upper left-hand corner of the text.
3. Press and hold the left mouse button, and drag from left to right. As you drag, text box forms. Continue dragging until the text box is the desired size.
4. Release the mouse button. A text box will appear.
5. Start entering text as desired; when done, press the Enter key.
6. Align the text within the text boxes (left, center, right, etc.) via the **Position** option on the Dashboard.
7. Apply text attributes (font, size, color, word wrap, etc.) via the **Text** option on the Dashboard.

## To add a fixed image:

A fixed image is repeated on every card (e.g., a Company Logo).

1. On the Drawing toolbar, click the Image Tool; the pointer will change to a hand with an Image Icon.



2. Move the pointer to the location on the card where you want to place the upper left-hand corner of the image.
3. Press and hold the left mouse button, and drag from left to right. As you drag, an image frame forms. Continue dragging until the frame is the desired size.
4. Release the mouse button. A dialog box will appear.
5. Browse to and select the image you want to import, and click on the *Open* button.
6. If necessary, re-position and/or re-size the image.

## To add, edit, or delete data file elements:

A data file element contains data that is linked to a data file and changes on every card.

1. Drag-and-drop the desired field (e.g., Address) from the **Database** option on the Dashboard into your card; then position and size the text box.



2. Align the text (left, center, right, etc.) via the **Position** option on the Dashboard.
3. Apply text attributes (font, size, color, etc.) via the **Text** option on the Dashboard.

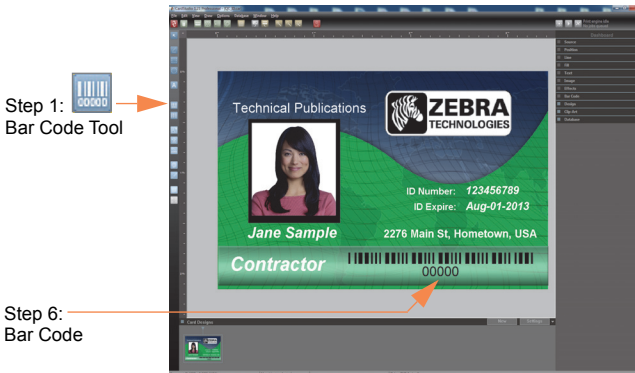


Note • The ID Photo is not considered a fixed image. It is a variable element created at the time of card issuance or printing. See **To take a picture with the camera:** on page 17 to add a photo as part of the card creation process.

## To add a bar code:

The following steps show how to add a bar code to your card using an existing database field; in this example, the Expiration Date.

1. On the Drawing toolbar, click the Bar Code Tool; the pointer will change to a hand with an Bar Code Icon.



2. Move the pointer to the location on the card where you want to place the upper left-hand corner of the image.
3. Press and hold the left mouse button, and drag from left to right. As you drag, a rectangle forms. Continue dragging until the rectangle is the desired size.
4. Release the mouse button. A Bar Code value dialog box will appear.



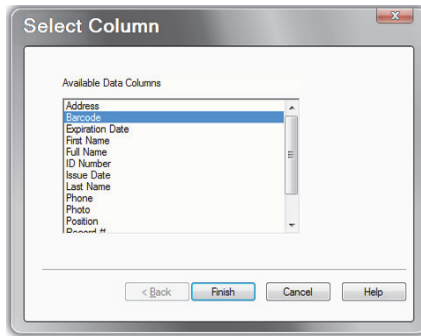
5. Click on the *OK* button.
6. Select the Bar Code on the card layout.



7. Select the **Bar Code** option on the Dashboard.



- a. From the Style drop-down menu, select the desired bar code format; e.g., Code 128A, Code 39, UPC-A, etc.
  - b. Mark the desired field attribute checkboxes.
8. Select the **Source** option on the Dashboard.
    - a. From the drop-down menu, select Database Source. The Select Column dialog box will appear.

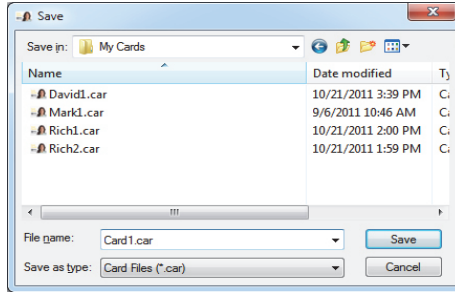


- b. Select the desired data field; in this example, the Barcode.
  - c. Click on the *Finish* button.
9. If necessary, re-position and/or re-size the Bar Code.

# Save the Quick Design Card as Your Card Design

Use the Save As... command (from the File menu) to save the Quick Design Card as your card design.

1. File > Save As...
2. View the Save dialog box.



3. Choose a file name and location where your card design will be stored. Note that the default storage location for cards is the *My Cards* folder in the *CardStudio* program files directory.

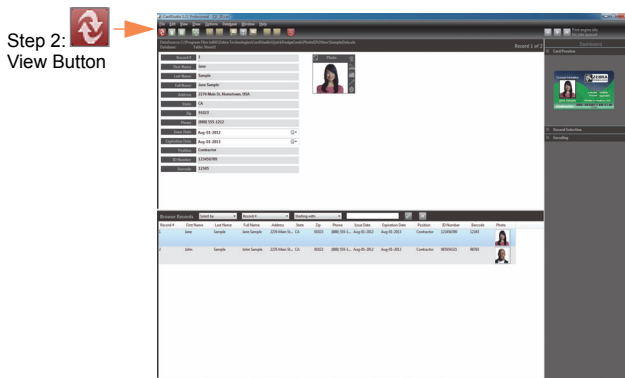
To save a document previously named and with its location defined, use the Save command from File menu or the Ctrl +S shortcut.

# Use a Database

1. Locate and open your card design.
  - a. File > Open...
  - b. From the Open dialog box, locate and select your card design.
  - c. Click on the *Open* button.
  - d. Examine your card design in Design View.



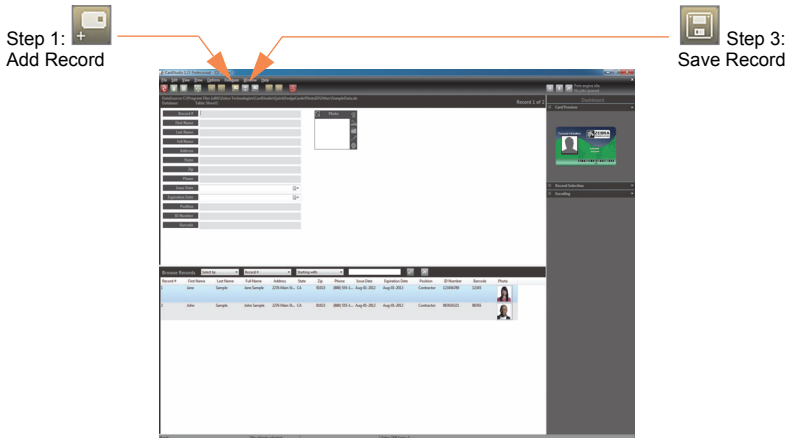
2. Select the Database View (click on the *View* button to change from the Design View to the Database View and vice versa).



3. Review the database record(s).

## To add a new record:


1. Click on the *Add Record* icon on the toolbar. A new data-entry screen will appear.



2. Enter data as required.
3. To add a picture, go to page 17; otherwise click on the *Save Record* icon.

## One-time camera setup:

Complete the following steps the first time the camera is installed or used.

1. Click on the *Options* icon on the toolbar, then select *Imager Settings*.
2. View the Imager settings pop-up.
3. In the Source Type drop-down menu, select **DirectShow**.
4. In the Available Sources drop-down menu, select **USB Video Device**.
5. Click on the *Test* button to verify that the camera is working.
6. View the image in the Image Acquisition pop-up.
7. Click on the *Close Window* button.
8. Click on the *OK* icon .

## To take a picture with the camera:

1. Click on the *Live Image* icon.



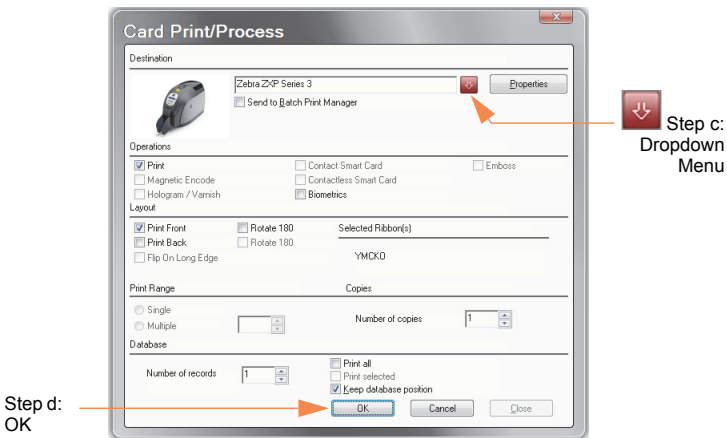
2. Preview the image in the Imager.
3. Click on the *Take Picture* icon.
4. Preview the captured image.
  - a. If the image in the preview window is OK, go to Step 5.
  - b. Otherwise, click on the *Live Image* icon, and repeat Step 2.
5. Click on the *OK* icon.
6. When finished, click on the *Save Record* icon.
7. The image is added to the database record and is displayed as a Live Image thumbnail.

# Print a Card



Important • Install the Windows Driver from the CD that came with your Zebra Card Printer, or download it from the Zebra website at [www.zebra.com/quikcard-info](http://www.zebra.com/quikcard-info).

1. Use the Card Print... command (from the File menu) to print your card design.
  - a. File > Card Print...
  - b. View the Card Print/Process dialog box.



- c. From the Destination drop-down menu, select the printer.
  - d. Make the appropriate Operations, Layout, Print Range, and Database selections; and click on the *OK* button.
2. The card will be printed. Printing time will vary depending on the complexity of the card design and the processing speed of the computer.
  3. Once the printing is completed, the card is ejected into the card output hopper.
  4. Remove the card from the card output hopper, and check for any discrepancies. If the card is correct, your printer is ready to produce more cards.

# Technical Assistance

- For questions relating to the operation of your Zebra card printer and *CardStudio* software, contact your Reseller first.
- Alternately, contact Zebra Technologies Technical Support by using one of the following methods:

Technical Support Phone: +1 877 275 9327 (877 ASK ZEBRA)  
+1 847 913 2578

email: [cardstudiosupport@zebra.com](mailto:cardstudiosupport@zebra.com)

You can also visit us on the web at:

[www.zebra.com/quikcard](http://www.zebra.com/quikcard)

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