ID Card Tutorial - Create custom ID Cards with barcodes in ROES and ROES Events

Today we will be looking at how you can create a custom ID card for your client with an easy interface in ROES and ROES Events. We will look at adding image nodes, text nodes, background images and barcodes.

To begin, let's navigate to the ID card tab in the Specialty Products section of ROES/Events. Select the ID Card you will need for your client and in the correct orientation.

With the card selected, you will see the blank template in the middle window. At the top left of this window you will see a selection of tools. In order you have the following tools:

- Image Tool which allows you to move your imported image around
- Edit Tool that allows you to change the size and shape of the nodes in the product
- Draw Tool where you will add an image node box
- Draw Text Tool where you will add a text node box
- Draw Checkbox Tool for use in Events that allows you to place a small box that can be checked off.
- Background that allows you to lock in an image as the background on the product
- Layer Down moves various image nodes and text nodes boxes that my be overlapping

- Layer Up moves various image nodes and text nodes boxes that my be overlapping

With this custom product we will be using just a few of these tools today.
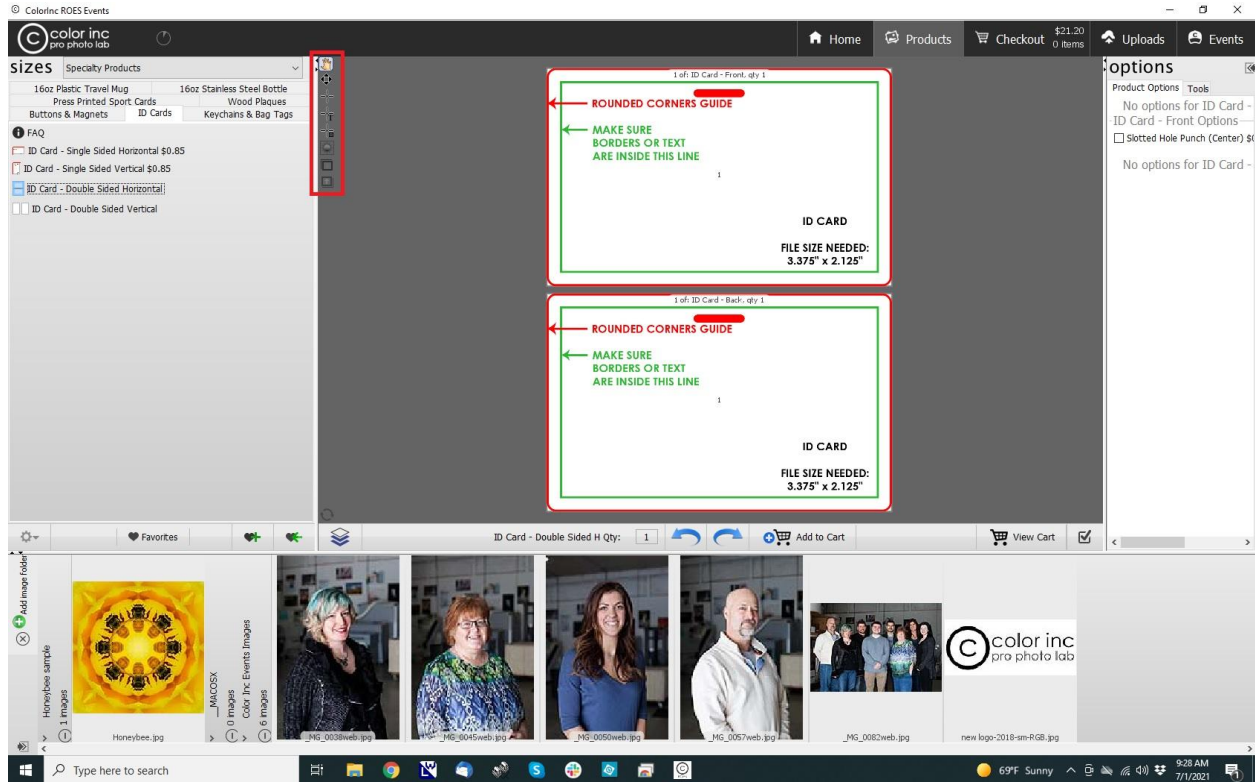

Let's start with adding an image node to the card. Click on the Draw Tool, then select an area on the card you would like to place for an image to be located and click and drag your mouse until you get a box of approximate size. When you let go of the mouse you will see a blue box with dots around the edges and in the middle. If you hover over and click on any of the dots on the edges you will be able to change the size of the box to suit your needs. If you click on the dot in the middle you can change the position of the box and if you click on the dot coming off the middle of the box you can rotate the orientation.
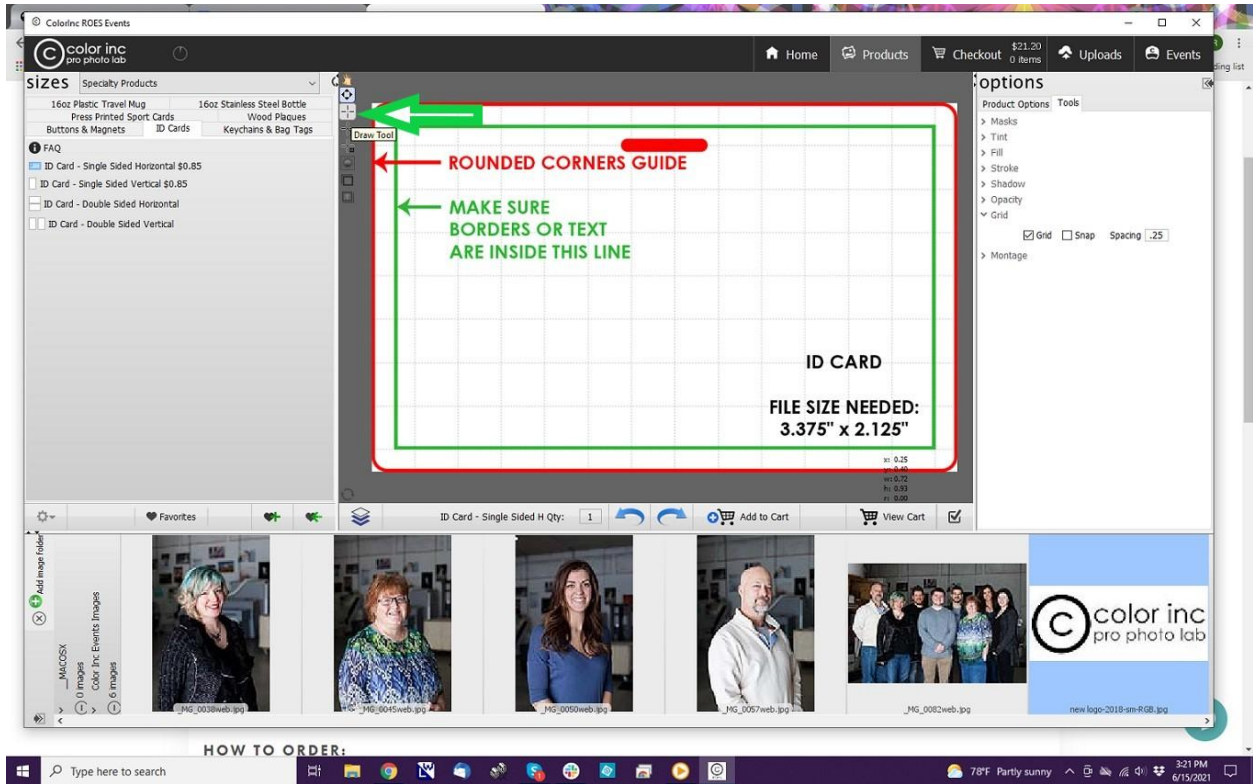
Quick tip - On the tool tab on the right side of the screen you can select to add a grid pattern to the template (it will not appear in the printed product) to help you line up your nodes and position them

Once you have the first image node to the scale you need, next we will add a text node. Click on the draw text tool, then click and drag a box on your product. This node will only take text so you can not add images to this space. Before typing anything into this space, select the font you would like to use from the Tools tab on the right hand side of your screen.
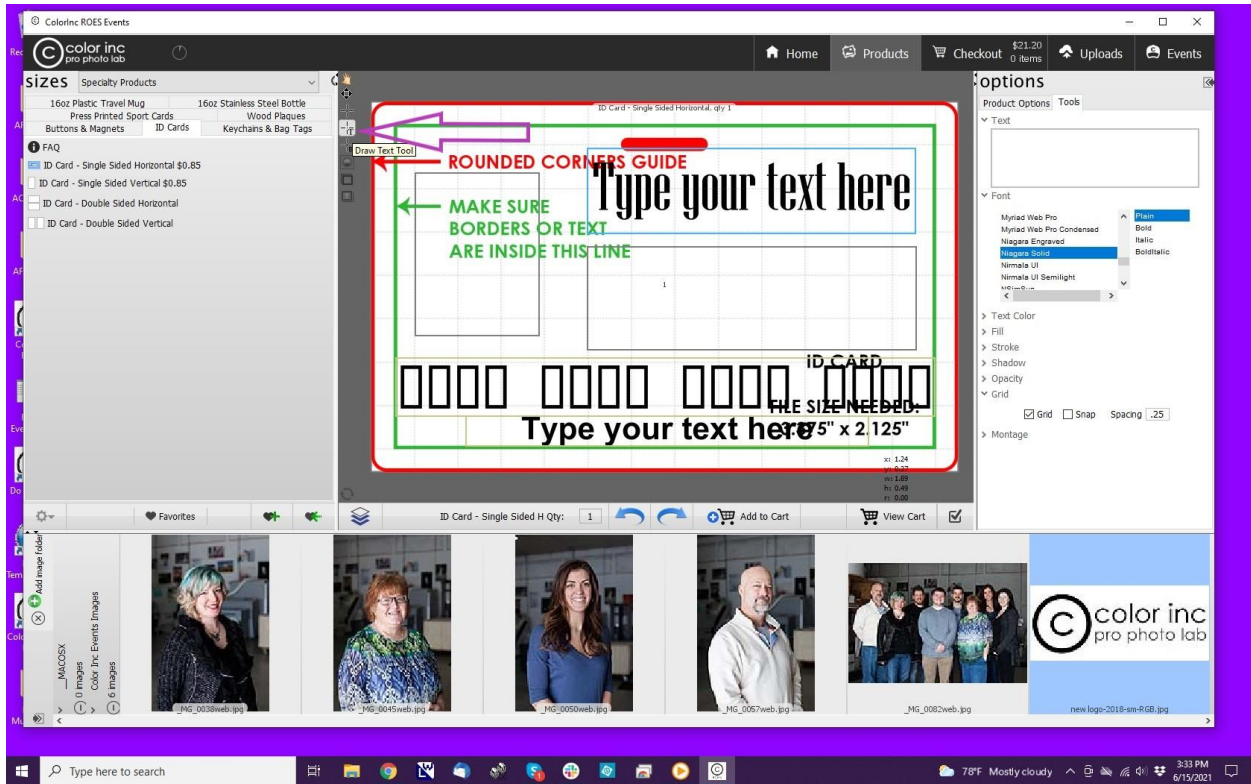
ROES pulls the available fonts from your computer's font files. If you do not see the font you need in the ROES tools text editor, for example barcodes, then you may need to download from a font website. Find your favorite font website or google for the font you need and follow their instructions for adding fonts to your computer. Don't forget to test with your client before placing your order. See the download at https://www.colorincprolab.com/id-cards for the most common barcodes examples.

Next I am going to add another image and text node to the ID card. You can add as many nodes as you would like but remember the overall size of an ID card is the same as a credit card. Avoid fine line texts where possible as they may not print well. If you are using barcodes, select one with clear lines and spaces between the lines.

If you have a QR code font, then that can be used as well in place of a barcode font.

Once you have the template setup to your needs, save it to your favorites by clicking on the heart/plus symbol and give it a unique simple name. This is now ready to use.

If you are doing a couple of ID cards, it may be simple to just drop in the images into each image node and type in the pertinent data in the text nodes. Images can be dragged and dropped and you still have your image adjustment tools available such as crop to fit, fix image and the slider to scale your image to the node. For text boxes,

select the text box then in the tools on the right hand side you should see a place to type in the text you want displayed.
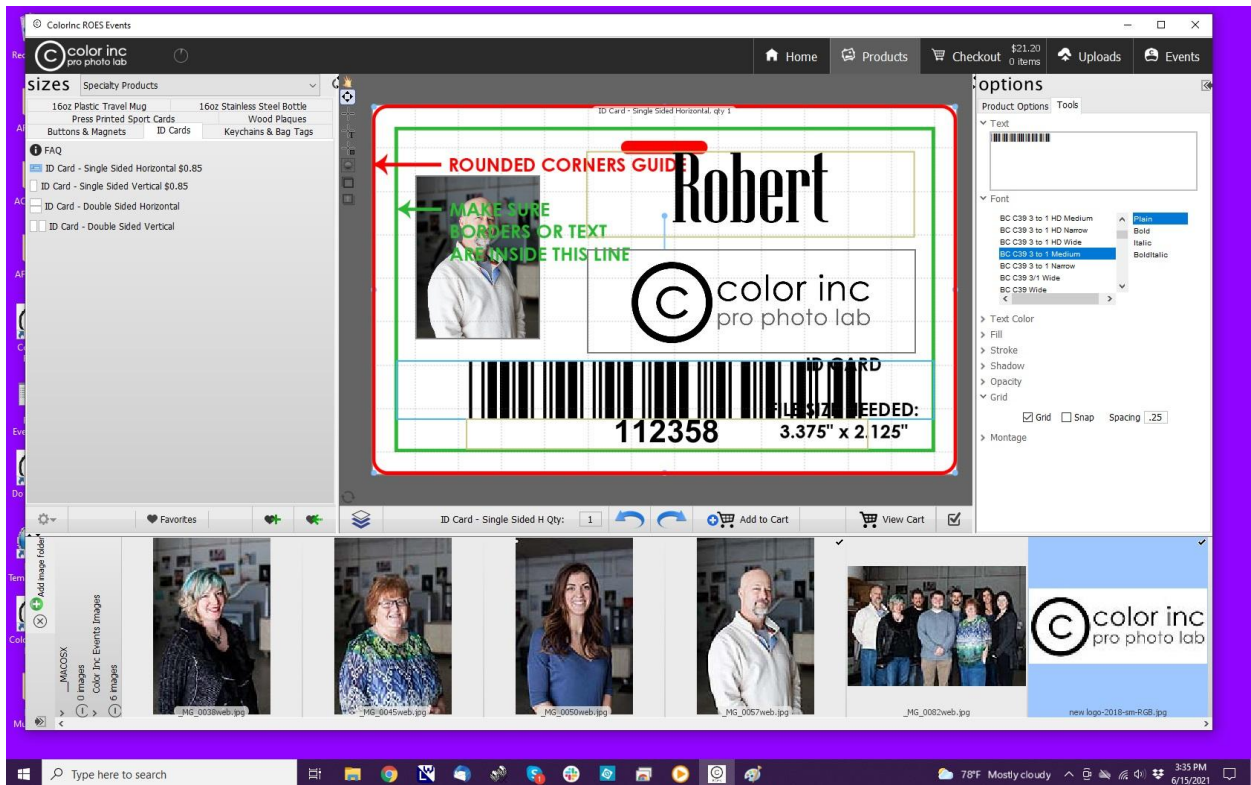
If you have a background image, you can also add that now by simply drag and drop it into the background between your image nodes or if you want to fix it in place, click on the Background tool and then navigate to your file location and select what your background will be. Please note, you will need to put in a white fill behind your barcode text box so that it will be easier for the scanner to read. This also shows how you will

want to confirm your text colors do not blend into your background colors.

Add to your cart and then proceed to do the same for the next card.

In Events, you will operate just the same as when you were creating your jobs for your schools. Create your job, upload your csv and add your images. Your csv will have an additional line if you are using barcodes. Barcodes should be in their own text box on your product and in their own row on your spreadsheet.

If you need to have the actual data from the barcode displayed then you will need a separate text node on your product and a separate line on your spreadsheet.
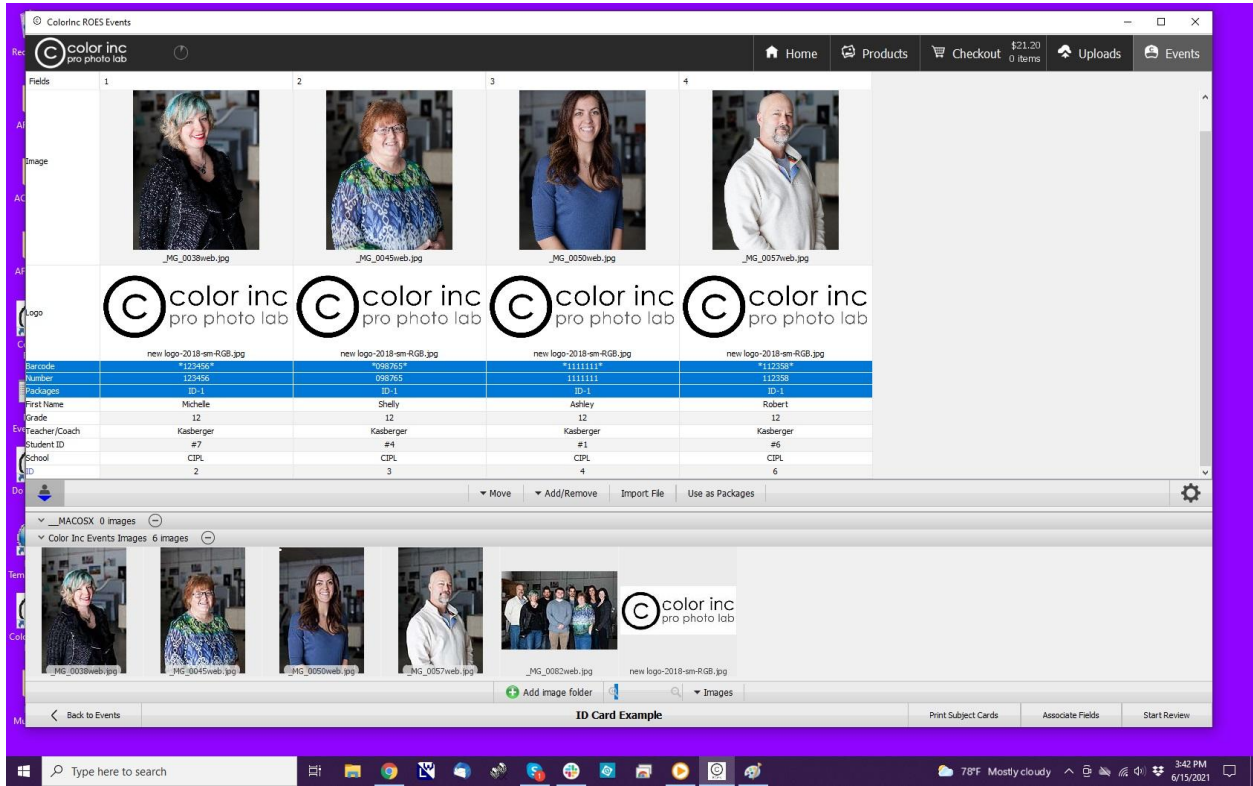
During the review phase, you should see your images and data filling all the nodes.
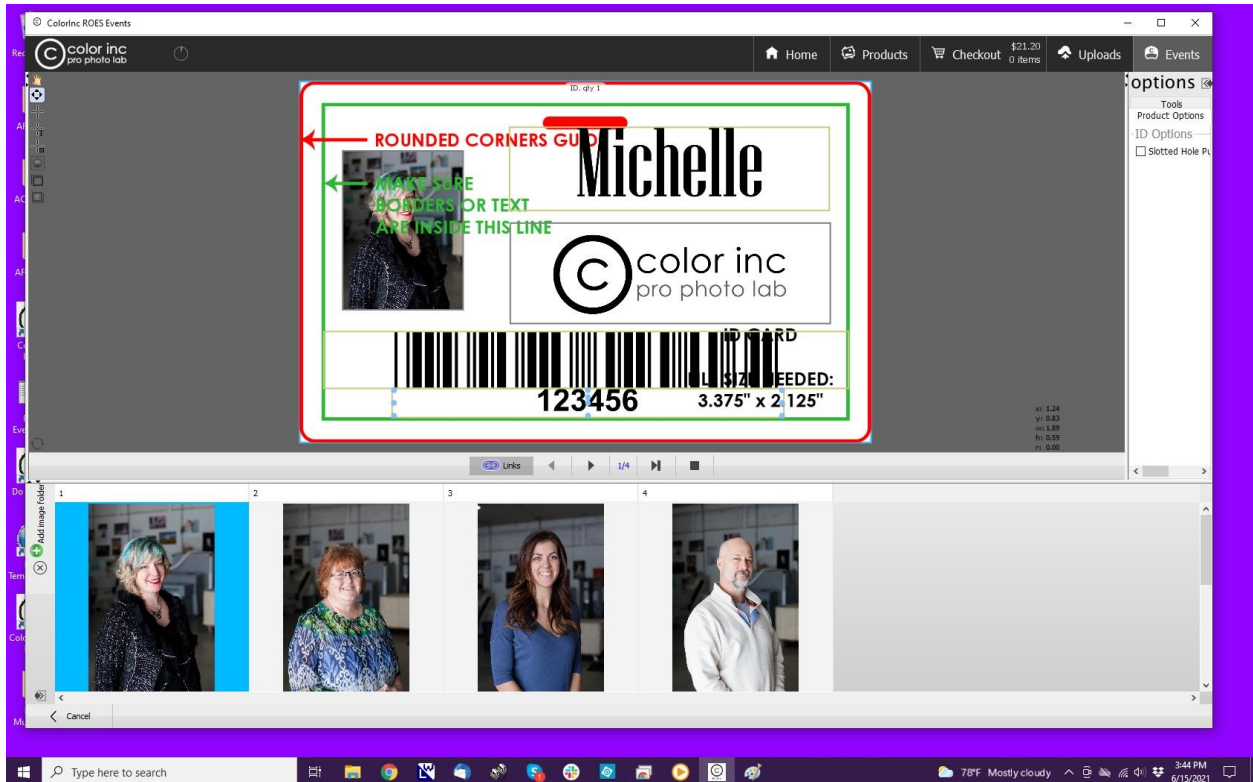
And again in the shopping cart, don't forget to add the slotted hole punch if needed.

If you have additional questions, contact us at 800-475-8340 or via email at robert@colorincprolab.com