

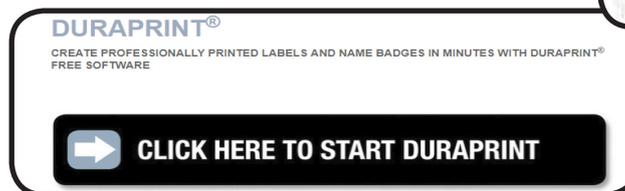
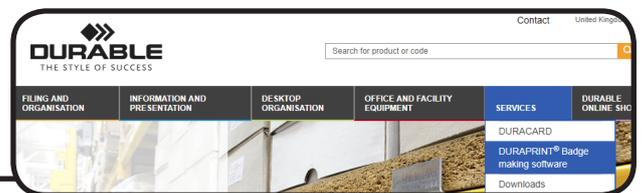
# DURAPRINT® - The Basics

Welcome to DURAPRINT®, the free online design software for all DURABLE templates including DURACARD®, name badges, door & wall signs and self-adhesive just to name a few.

To get to grips with the basics, just follow this step by step guide to help you get started with DURAPRINT®

## Step 1

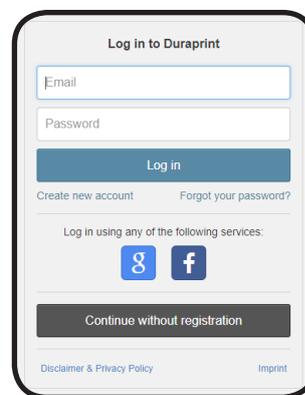
Go to [www.durable-uk.com](http://www.durable-uk.com) and click on 'Services' and select 'DURAPRINT® Badge Making Software'.



Then please click on the large button that is marked 'CLICK HERE TO START DURAPRINT®'

## Step 2

To save your work online you can register your email address and create an account. If you do not wish to register you can still save your design to your PC

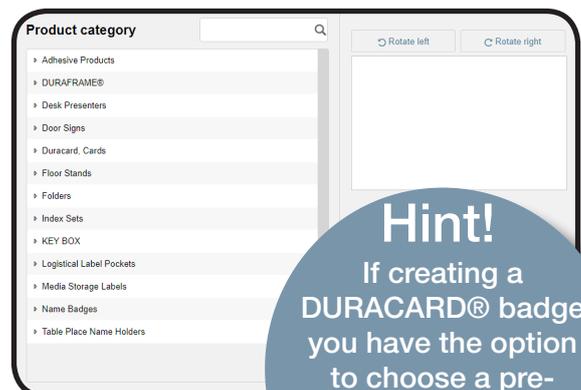


## Step 3

Choose the product category you require and then select the template size you require.

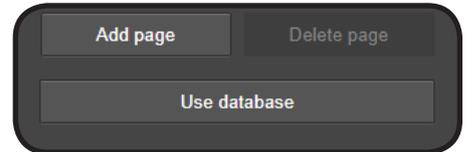
A preview will appear on the right-hand side to show you the template you have selected.

Then click on 'Select Product'



## Step 4

If you are using a database you can do this by clicking on 'Use Database' on the right-hand side of the screen where you can browse your PC for your excel file.

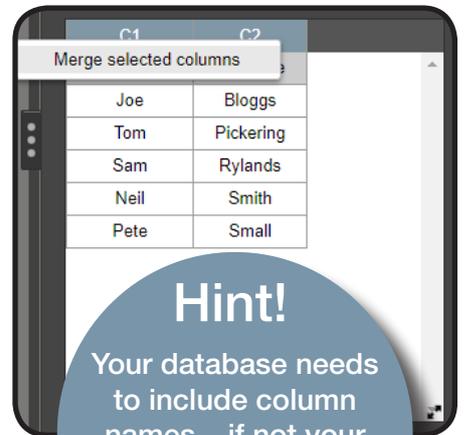


Please skip this step if you are not using a database.

## Step 5

You can check the data has pulled through correctly in the bottom right-hand corner of your screen. You can also edit the data here by double-clicking on the cell.

To merge columns i.e. if you require the first name and surname in one field. Do this by pressing and holding the Ctrl button on your keyboard and then clicking the columns you want to merge. The column names will highlight and then release Ctrl, right click your mouse and click 'merge selected columns'.

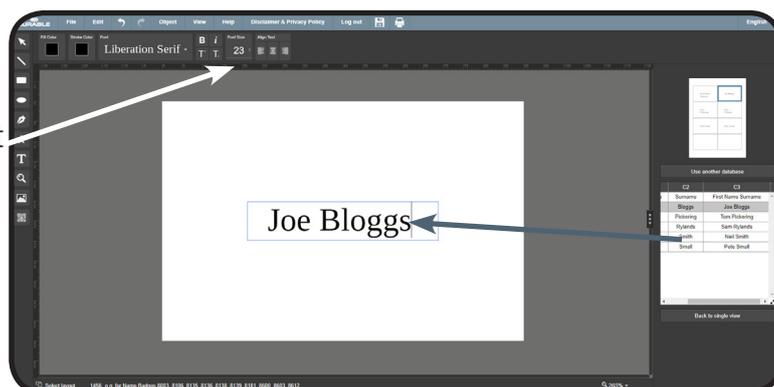


**Hint!**  
Your database needs to include column names... if not your first row of data will be used as your column names.

## Step 6

In order to link your uploaded data to your chosen layout, drag and drop each column header into your chosen layout. On the layout, click on the text box and you can edit the position, font, size and colours. Further options are along the top of the screen.

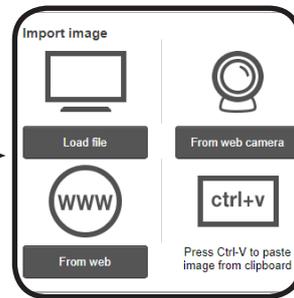
Font and font size editor



## Step 7



To upload an image, click on the 'image upload button.'

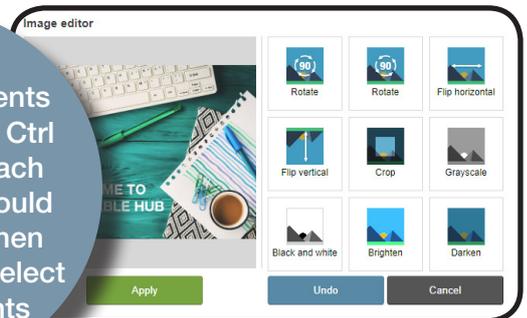


You are then given 4 options on how to upload your image. You can then move your image into your chosen position.

If you right click on your image you can now further edit your images as required.

### Hint!

To group elements together, press Ctrl and click on each element you would like to group then right click and select group elements

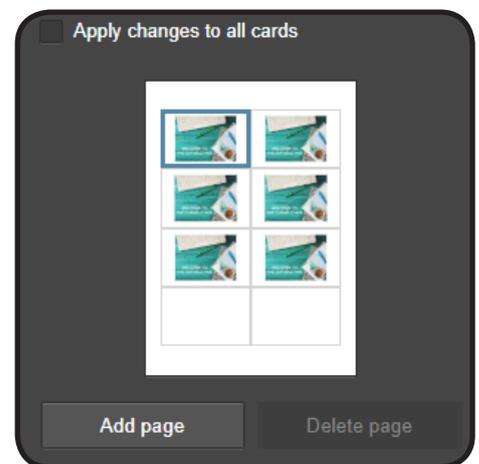


## Step 8

Before printing, you can check the design for each badge by clicking the 'back to single view' button.

Back to single view

On the right-hand side of the layout screen, there is a window that will display the full number of badges. If you need to add an element to each badge you can do so by ticking the 'apply changes to all cards' box.



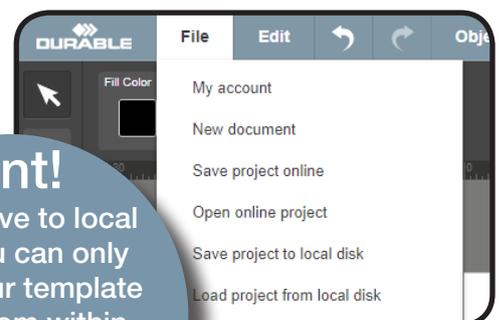
## Step 9

Once you are happy with your design we recommend saving your project. You can do this in 2 ways:

If you have registered you can save your project online or alternatively we recommend you also save the project to local disk and browse to save on your PC.

### Hint!

If you save to local disk you can only open your template again from within DURAPRINT by going to file and selecting 'load project from local disk'

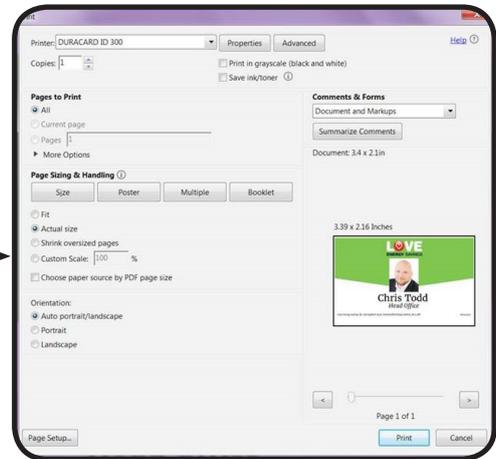


## Step 10

To print your design, go to 'File, save as PDF. This generates a PDF file which you can open in adobe reader.

To guarantee accurate printing, please select the following settings from your print menu. →

**\*Please complete a test print on plain paper before doing your final print!\***



## Recommendations

**1) We recommend always saving your design to your PC to ensure you can use it time and time again!**

You can only open your downloaded template from within DURAPRINT® by going to File and selecting 'load project from local disk'

**2) All numeric controls (i.e. font size, opacity, rounded corners) can be operated in 2 ways .**

- click on the option you want to change and drag the mouse to change the value
- double click into the option you want to change and overtype the number you require

**3) If using a database please remember to include column headers. if not your first row of data will not link to your design.**

**4) If uploading an image from a file we recommend using jpeg images under 500kb in size.**

**5) You can now upload a database of images. To do so follow these steps:**

- Include a column in your excel database with all the file names (i.e. John Smith.jpeg) and ensure all the file names match the images exactly
- Have all your images in one folder on your PC and then compress/zip this file so it can be uploaded into DURAPRINT®
- Once you have loaded your excel database another option will appear called 'upload archive with images'
- You can then drag and drop the 'photo' column onto your layout as you would do with the text.