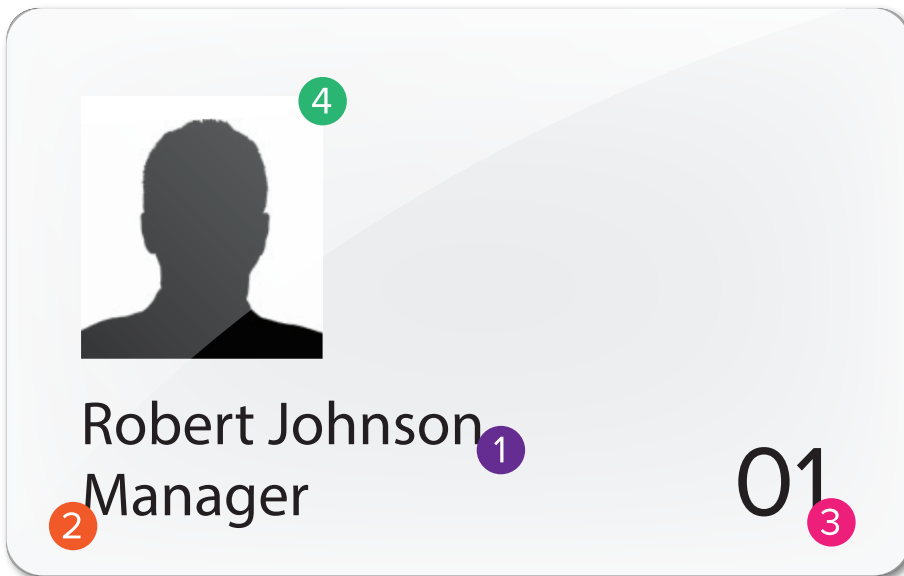


First example



	A	B	C	D
1	Name and surname	Position	Control number	Image
2	Robert Johnson	Manager	01	robert johnson.jpg
3	John Doe	Sales	02	john doe.jpg
4	Mary Johnson	Designer	03	mary johnson.jpg
5	David Miller	CEO	04	david miller.jpg
6	Sarah Smith	Sales	05	sarah smith.jpg

PERSONALIZATION OF NAME AND SURNAME

The initial letters of the name and surname are capitalized, while the rest of the letters are lowercase.

PERSONALIZATION OF FUNCTION

The initial letter of the function is capitalized, while the rest are lowercase.

PERSONALIZATION OF NUMBER

The number personalization is two digits and starts with the number 01.

PERSONALIZATION OF IMAGE

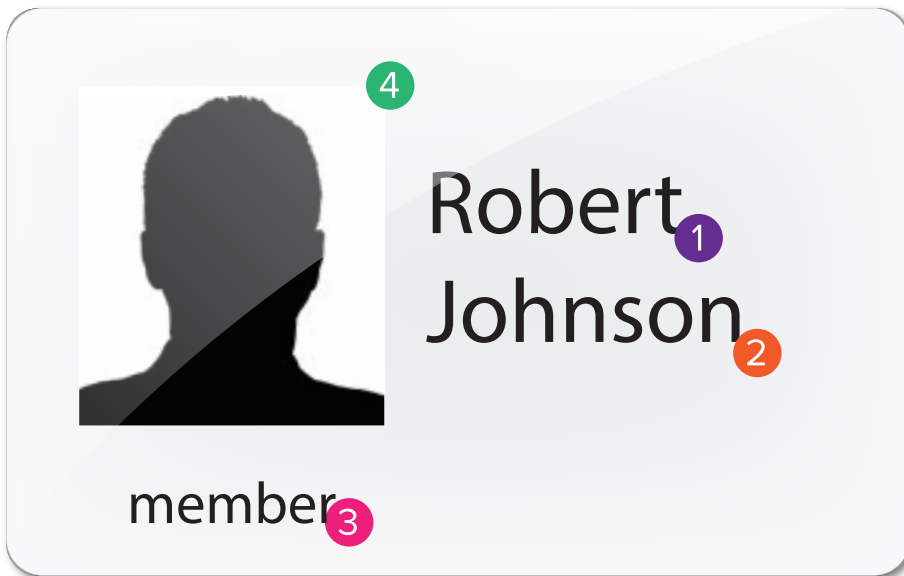
The image in this example is identified in the Excel table as "**robert johnson**". The images you send in a separate folder must be named with the exact same name as in the Excel table in the image column. Therefore, in this case, "**robert johnson.jpg**". The file type ".jpg" is not entered in the Excel table.

- The recommended dimension, used in this example, is 23 x 25 mm.
- Send images in .jpg or .jpeg format, with a required resolution of 300 dpi.



*The provided examples are just a demonstration of how you should create a database, variable data depends solely on your needs.

Second example



	A	B	C	D
1	Name	Surname	Holder	Image
2	Robert	Johnson	member	01.jpg
3	John	Doe	visitor	02.jpg
4	Mary	Johnson	attendee	03.jpg
5	David	Miller	member	04.jpg
6	Sarah	Smith	visitor	05.jpg

PERSONALIZATION OF NAME

The initial letter of the name is capitalized, while the rest of the letters are lowercase.

PERSONALIZATION OF SURNAME

The initial letter of the surname is capitalized, while the rest of the letters are lowercase.

PERSONALIZATION OF CARD HOLDER

The personalization of the card holder, in this case "member", has all lowercase letters.

PERSONALIZATION OF IMAGE

The image in this example is identified in the Excel table as "01", so the image must be named as "01.jpg".

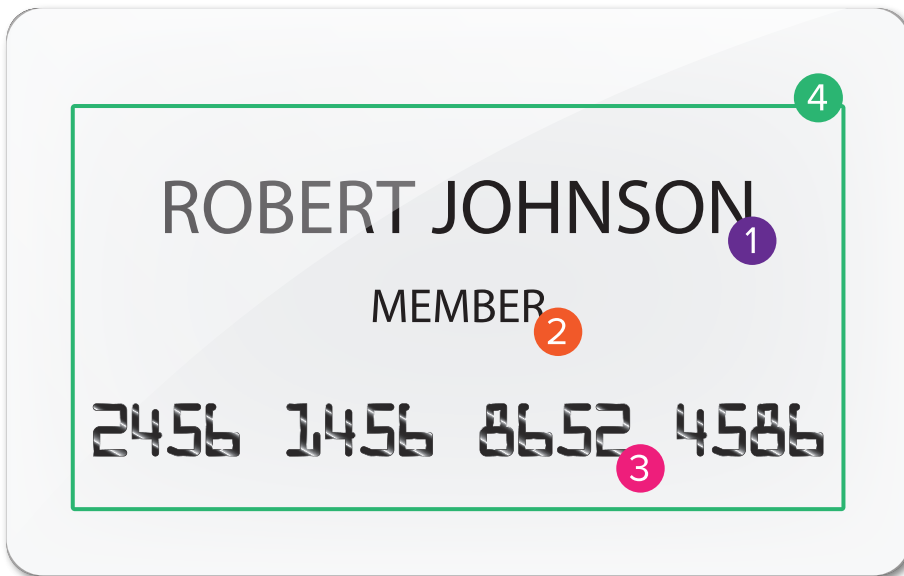
- The dimension used in this example is 30 x 32 mm.

- Send images in .jpg or .jpeg format, with a required resolution of 300 dpi.



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Third example - Embossing



	A	B	C
1	Name and surname 1	Holder 2	Number 3
2	ROBERT JOHNSON	MEMBER	2456 1456 8652 4586
3	JOHN DOE	VISITOR	1234 5678 9012 3456
4	MARY JOHNSON	ATTENDEE	3311 2233 5858 6464
5	DAVID MILLER	MEMBER	1234 1234 1234 1234
6	SARAH SMITH	VISITOR	9876 5432 1012 3456

- **PERSONALIZATION OF NAME**

All letters in the "First and Last Name" column are capitalized.

- **PERSONALIZATION OF CARD HOLDER**

All letters in the "Holder" column personalization are capitalized.

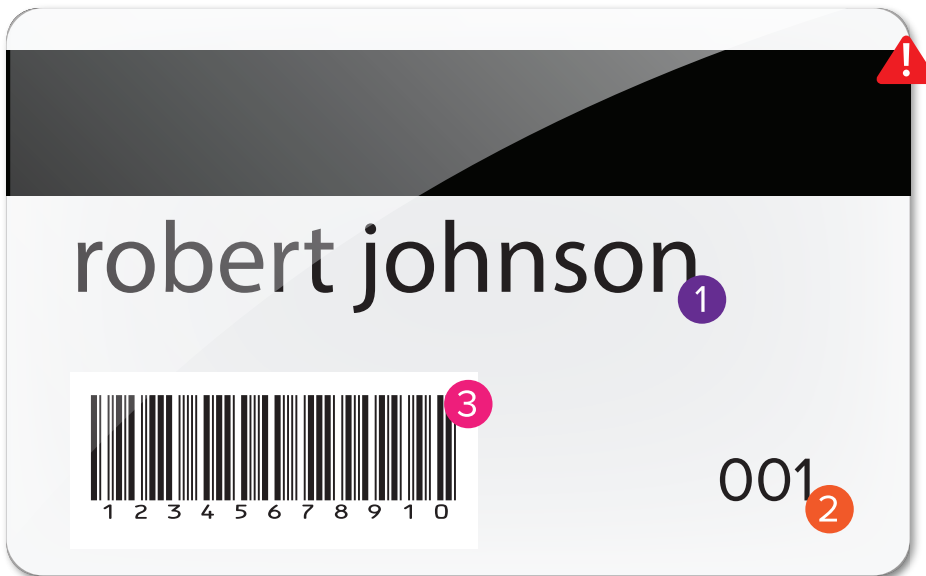
- **PERSONALIZATION OF NUMBER**

The third column "Number" personalization is done through embossing, divided into four groups.

- **EMBOSSING SAFETY ZONE**

The line represents the boundary for embossing. Embossing beyond the safety line is not possible.

Fourth example



	A	B	C
1	Name and surname 1	Number 2	Barcode 3
2	robert johnson	001	12345678901
3	john doe	002	32165498710
4	mary johnson	003	14725836901
5	david miller	004	98765432198
6	sarah smith	005	36925814700
7			

● **PERSONALIZATION OF NAME AND SUERNAME**

All letters in the "Name and Surname" column are lowercase.

● **PERSONALIZATION OF BARCODE**

The barcode personalization is done from the "Barcode" column.

● **PERSONALIZATION OF NUMBER**

The number personalization is three digits and starts with the number 001.

ENCODING IN MAGNETIC STRIPES

Data encoding in the magnetic stripes is also done through the Excel database. The magnetic stripe consists of three basic sectors where data can be entered. The first sector can contain both encoded letters and numbers, while the other two can only contain numbers. Columns in the Excel table are formed as with other variable data (first name, last name, barcode, etc.).

*The provided examples are just a demonstration of how you should create a database, variable data depends solely on your needs.

Example of Personalizing a longer First and Last Name



- **EXAMPLE OF PERSONALIZING NAME AND SURNAME**

Default font and size are used for personalization. **(In case a specific font is used, the client is required to provide it).** In this example, the surname fits the card size.

- **EXAMPLE OF PERSONALIZING NAME AND SURNAME**

Default font and size are used for personalization. In this example, the surname **does not fit** the card size. In such cases, the font size automatically reduces to fit the designated personalization area.



Example of Personalization without Numbering



- **EXAMPLE OF PERSONALIZING NAME AND SURNAME**

Default font and size are used for personalization. **(In case a specific font is used, the client is required to provide it).** In this example, the surname fits the card size.



CARD NUMBERING DURING PERSONALIZATION

When creating over 1000 cards, we simplify the checking process by introducing a discrete control number. With the control number system, users can randomly check the overall card quantity and numerical count.



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