



PERSONALIZER

SOFTWARE DOCUMENTATION

version 2.2.8.0

12/03/2024 r.

TEgraf Ewa and Tomasz Szafranowscy

NOTES

Table of contents

NOTES	1
1. Licensing methods and technical support.....	4
1.1. Commercial version – licensing method.....	4
1.2. Technical Assistance	6
2. Personalizer user interface components.....	7
2.1. About Personalizer	7
2.2. Main program window	9
2.3. Preview management panel	9
2.4. Panels of the personalizing objects.....	12
2.5. Common items in the panels.....	15
2.6. Placing a personalization object on the background page.....	16
2.7. The Node, coordinates, angle of rotation subpanel	17
2.8. Pre-print subpanel.....	18
2.9. Personalization Mode Switch.....	19
3. Working with the Personalizer software.....	20
3.1. Getting started	20
3.2. Personalization with raster graphics (RAS panel)	23
3.3. Personalization with pdf pages (PDF panel).....	27
3.4. Personalization with single-line texts (TXT panel).....	29
3.5. Personalization with multi-line texts (XLS panel).....	36
3.6. Types of codes	39
3.7. Personalization with codes (COD panel).....	48
3.8. Personalization by numbers (NUM panel).....	51
3.9. Sequence of objects to be applied	53
3.10. Personalization with geometric figures (FIG panel).....	58
4. Generating files.....	60
4.1. Generating files.....	60
4.2. Personalization errors.....	63
5. Additional tools.....	64
5.1. Additional tools available in Personalizer.....	64
5.2. Rotate PDF pages.....	64
5.3. Scale (resize) the page	66
5.4. Add bleeds to pdf pages	67
5.5. Insert pdf pages	69
5.6. Duplicate pages in the pdf file	70
5.7. Merge pdf files	71
5.8. Shuffle the pages/sheets in the pdf file	72

5.9. Extract pages from the pdf file	73
5.10. Extract page ranges from the pdf file	74
5.11. Convert bitmaps to pdf	75
5.12. Convert txt files to pdf.....	78
5.13. Flatten the forms in the pdf file.....	79
5.14. Bulk renaming of pdf files.....	80

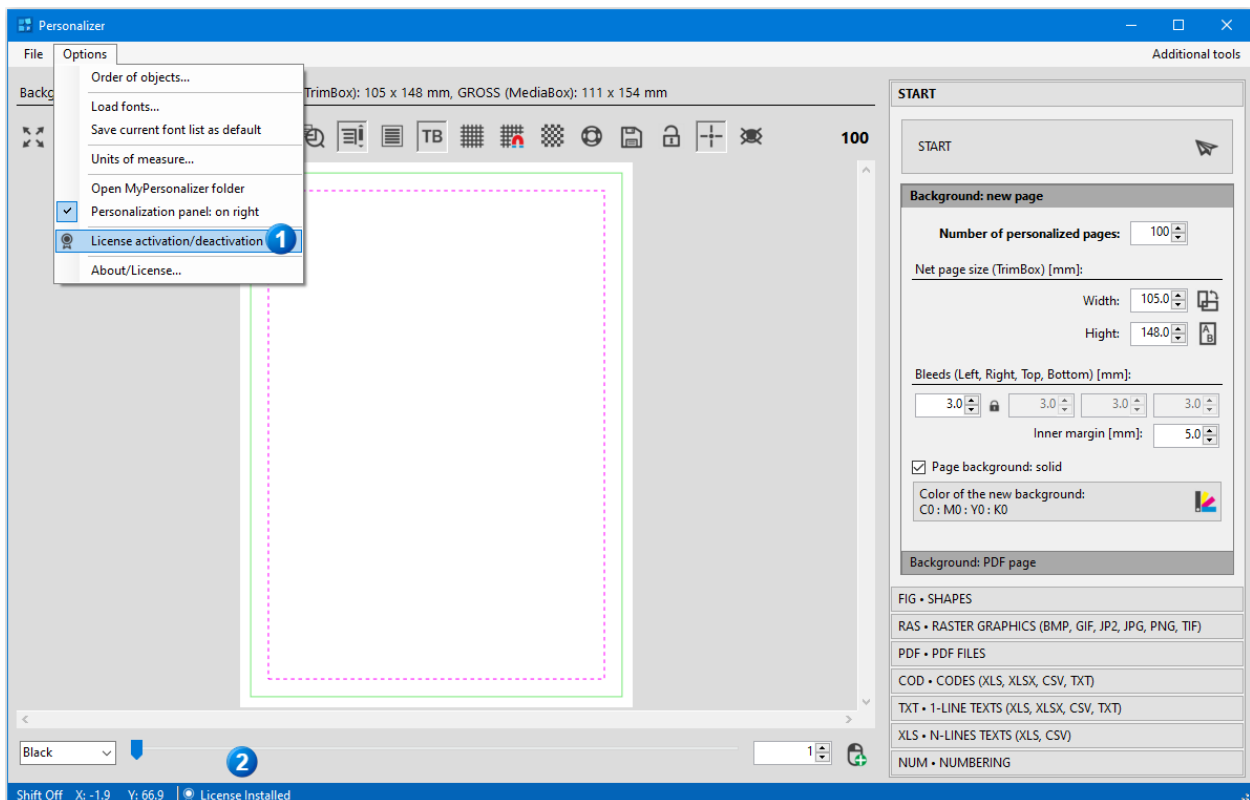
1. Licensing methods and technical support

1.1. Commercial version – licensing method

The **Personalizer** license is a single-station license. The activation key (in the form of a string of digits and letters, e.g., HK4T-VPRB-5TJG-XT5T-BEXV-DR6R-V5) is the item that defines the user's privileges (program usage time).

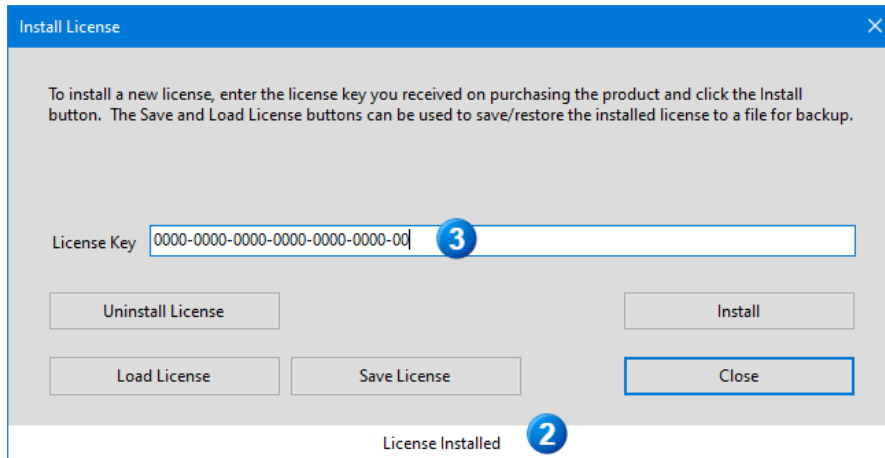
The software as of version 2.0.0 is activated online.

The program without an entered key (without a license), and after the end of the trial period, works in **demonstration mode**. In this mode, a watermark is added to the pdf files generated by the software. The software also switches to demonstration mode after uninstalling the license.



The license key must be entered in the *Personalizer License Installation* window [3] called up after pressing the *Activate/Deactivate* key [1].

After entering a valid key, the installation of the license can be confirmed in the program status bar [2].



Transferring licenses to another computer

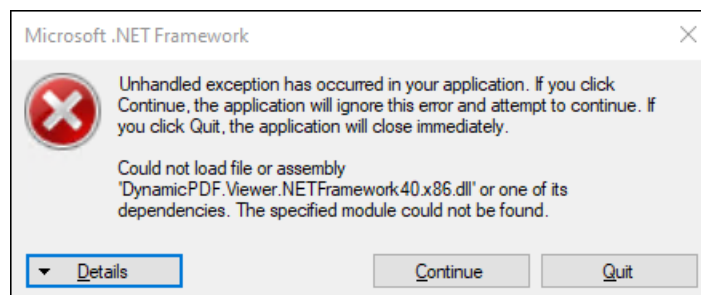
The User can transfer the license between two computers on their own. To transfer a license to another computer (e.g., from a business computer to a home computer), uninstall the license on the “business” computer and install it on the home computer, by entering the license key (and vice versa).

NOTE. Be sure to uninstall the license first, before transferring it to another computer. The license is of single-workstation type, and it is not possible to license the program with the same key simultaneously on several computers.

The license can be transferred between **TWO** selected computers. Transferring the license to a **THIRD** computer and uninstalling it, will **lock the key** for 24 hours. Earlier unlocking will require contacting technical support.

Possible problems

If, after installing the software, an attempt to run it ends up displaying the following message:



this means that the system lacks the necessary Visual C libraries. You can install them manually by downloading the installer: vc_redist.x64.exe.

Download the [Personalizer](#) software.

Download sample files for testing the [Personalizer](#) software.¹

¹ Sample data were created using online generators: <https://mockaroo.com/>, mockaroo.com and This-Person-Does-Not-Exist.com.

1.2. Technical Assistance

Sometimes a description of the problem sent by e-mail or presented in a telephone conversation is not enough to solve the problem. Therefore, we suggest that if there are problems with the program, just try to show them.

The best (in our opinion) tool for this is **AnyDesk** - a fast, small and reliable software for making your computer available to another person.

Download [AnyDesk](#).

Go to AnyDesk.com/en and download the software. After downloading and launching, call and provide your AnyDesk address in the form of a 7-digit code.

If there is something that resembles an e-mail address instead of a string of digits in the address field, click the “hamburger” icon in the top bar of the program, select the **Settings** menu, then in the **User Interface** tab check the **Show AnyDesk number instead of an alias** option. After pressing the **Close** button, the address field will display the number as a string of digits.

2. Personalizer user interface components

2.1. About Personalizer

The **Personalizer** software is used to personalize pdf files, that is, to apply individual data to consecutive pages of a pdf file.

The program can superimpose objects of five types on the background pages:

- raster graphics files;
- pdf pages;
- codes (CODABAR, CODE 11, CODE 128, CODE 25, CODE 39, CODE 93, EAN 13, EAN 14, EAN 8, ISBN, ISMN, ISSN, POSTNET, QR);
- text frames;
- special text frames with automatic numbering.

To demonstrate the program's ease of use and versatility, we will do our first personalization using a specific example, in which we will use most of the tools available in the **Personalizer**.

The task is to make personalized badges for the 400th participants of the fictitious Blue Color Enjoyers Conference. We personalize each badge with five different items:

1. a photo of the participant;
2. a text box with the participant's ID number;
3. a text frame with the participant's first and family name;
4. a text box with the participant's email address, phone number and country of origin;
5. a QR code, in which the name of the conference participant is encoded.



After completing the task, we should receive a pdf file ready for imposition, containing 400 pages.

The expected final appearance of one side of the badge can be seen on the right.

We recommend watching a video of the various stages of badge preparation



For personalization, you will need a **background** and **data**. The background we will use was prepared in a graphics application and saved in pdf format. A spreadsheet (Excel file) was used to collect the necessary text data.

BACKGROUND		DATA FILE	
			

The columns of the sheet contain the following information:

- The ID (identification number) of each conference participant (numbers ascending from 001 to 400);
- first and family name;
- e-mail address,
- telephone number;
- country of origin.

Since the badges are to be personalized with photos of rally participants, we have 400 photos available in a separate folder. The file names are participant identification numbers. And one last piece of information. So that there is no doubt about the arrangement of the various objects, their size and colors, we have included a template for the badge (file: *ID-Card-example.pdf*).

We suggest printing out the template of the badge and manually annotating it with the dimensions and parameters of the objects, the coordinates of their location and other instructions to facilitate the task.

The personalization project can be saved. The files have the extension (format): **pers*. It is worth updating the stored file after each stage of the task.

Download the set of materials needed to make a badge (background, text data file, set of photos, badge template).

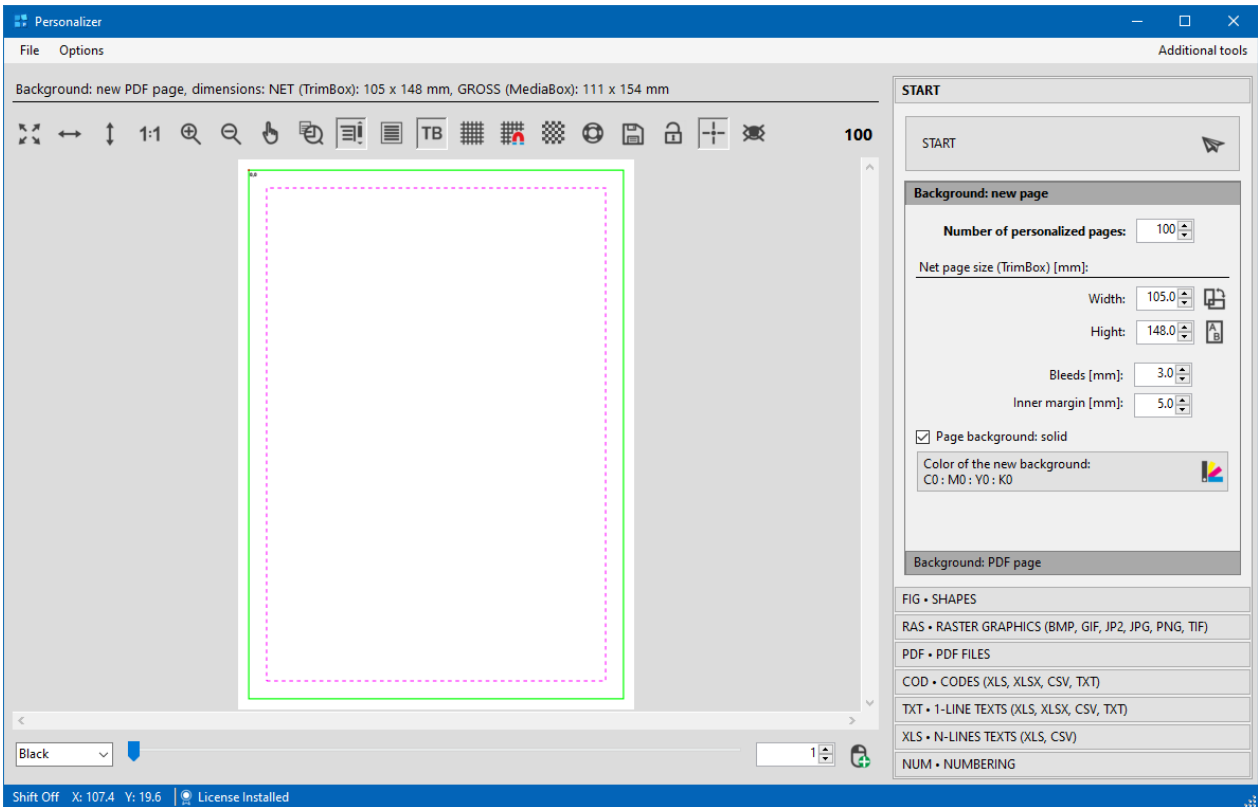
Download sample files for testing the [Personalizer](#) software.²

² Sample data were created using online generators: <https://mockaroo.com/>, mockaroo.com and [This-Person-Does-Not-Exist.com](https://this-person-does-not-exist.com/).

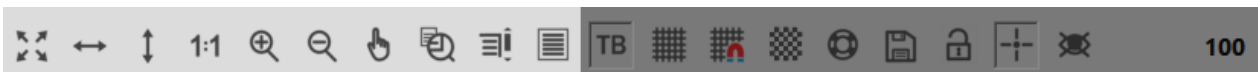
2.2. Main program window

The main program window consists of two parts.

The right side is occupied by a set of panels with tools for inserting and formatting personalization objects. The left part of the window is the pdf viewer. Above it is a panel for managing the preview, below the viewer there are items that allow you to change the number of the previewed, personalized page.



2.3. Preview management panel



In the preview management panel, the first 10 buttons are used to adjust the zoom level of the displayed pdf file and the appearance of the viewer itself. The meaning of all icons is described by tooltips visible when you hover the mouse pointer over them.



TB The TB button turns the TrimBox show on/off. When a new page is used as the background, it is possible to determine the value of the bleeds. The size of the new pdf page is the size of the TrimBox + bleed values set independently for each edge. If the background is a retrieved pdf page, the TrimBox frame shows the TrimBox sizes read from that page. In this case, they can be overwritten by changing

the state of the Replace bleed value in background. (in the Background: PDF page panel). In addition, a dashed inner margin frame is shown. This is a frame drawn at a certain distance from the edge of the TrimBox (generally 3 to 5 mm). It has no effect on the content of the pdf files generated by the program. It serves only as a conventional line, which, if crossed by the overlaid object with its outline, may cause problems in bindery processing after printing. This is especially true for objects whose size can be variable, such as text and certain barcodes.



Turning on this option will draw a gray millimeter grid on the background. The grid is drawn under the personalization objects. The grid pitch can be determined by selecting the appropriate value from the menu available by pressing the right mouse button.



Enabling this option will align the X and Y coordinates of the position of all personalization objects on the page to the grid nodes. Also, all new items will be placed on the page this way.



If this switch is on, the transparent background of the background page is displayed as a gray grid. If it is disabled, it is white.



The option has a separate right-click menu. It is used to define the file that will be displayed in the preview window when this option is pressed.



This button is used to save the image displayed in the preview window to a pdf file. After disabling the drawing of the TrimBox borders and the inner margin, and switching the preview type to real mode, you can use this option for emergency saving to disk of one isolated page from the entire set of personalized pages.



A switch with a padlock image locks/unlocks all panels. With the *Locked* state it is not possible to make any changes in the panels. The option goes to the *Locked* state automatically whenever the *Start* button is pressed.



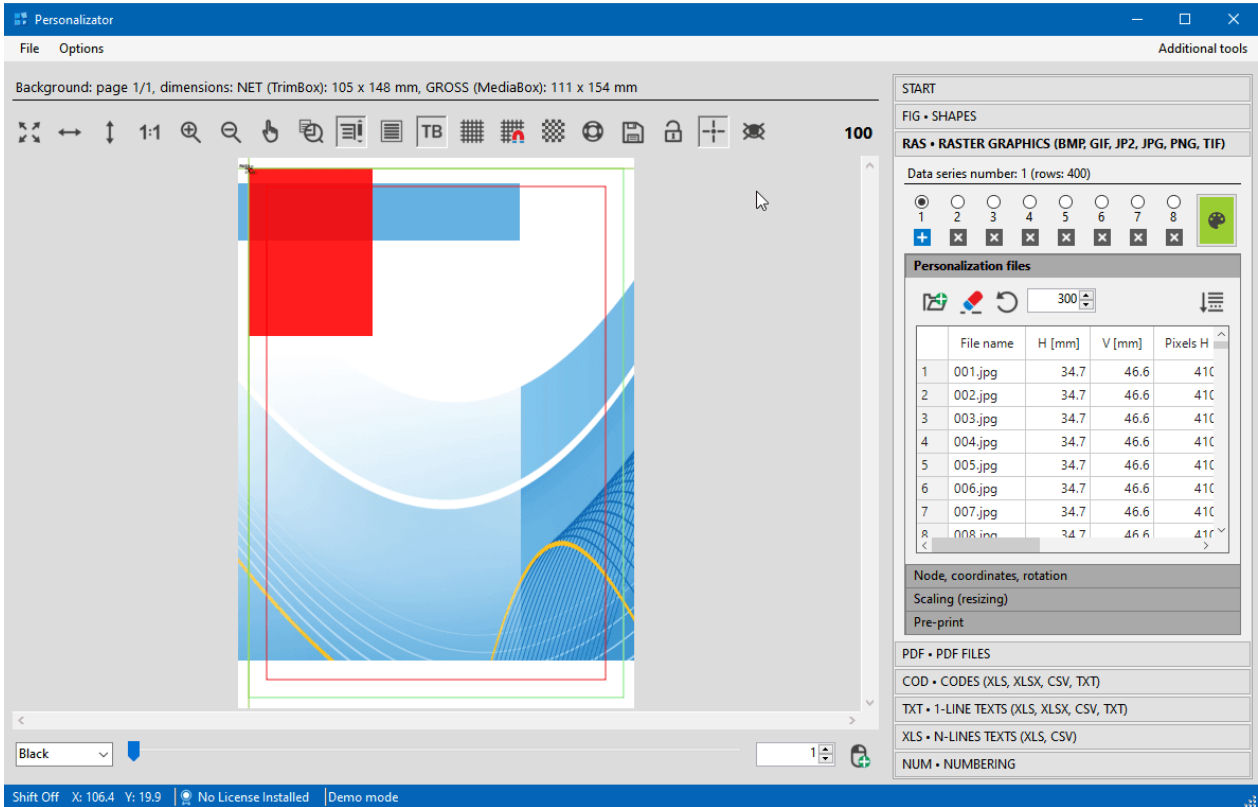
A toggle switch to enable/disable the display of multiple text labels next to the active node. The data in the labels include the data series number, the size of the object, the angle of rotation and the X and Y coordinates.



The switch changing the preview mode changes the display mode of overlaid objects from actual to simplified and vice versa. In the actual mode, the preview window displays a true image of the overlaid objects. In simplified mode, only the background image is the actual item in the preview window. The overlay objects are shown in a simplified (simulated) preview.

The simulation involves replacing the overlaid objects with rectangles of equal size to the overlaid objects and in the panel color from which they came. In addition, two perpendicular lines pass through the node, the coordinates of which are specified in the definition of the parameters of the overlaid object, the purpose of which is to

facilitate mutual placement of objects. Several text labels are drawn around the node, with information about the panel, the data series number, the dimensions of the object, the angle of rotation, the coordinates in mm and the node type. For text frames (the TXT and NUM panel), the type size in points is given instead of the vertical size of the frame. The simplified preview mode makes it possible to distinguish overlay objects from objects already existing on the background page.



100 The last item of the panel is the label indicating the final number of personalized pages.

2.4. Panels of the personalizing objects

The right part of the interface contains a number of drop-down panels used to set the parameters of the personalized background and overlaid personalization objects.

The screenshot shows the 'START' panel with the following settings:

- START** (button)
- Background: new page** (header)
- Number of personalized pages:** 100
- Net page size (TrimBox) [mm]:**
 - Width: 105.0
 - Height: 148.0
- Bleeds [mm]:** 3.0
- Inner margin [mm]:** 5.0
- Page background: solid**
- Color of the new background:** CO : M0 : Y0 : K0
- Background: PDF page** (header)
- FIG • SHAPES**
- RAS • RASTER GRAPHICS (BMP, GIF, JP2, JPG, PNG, TIF)**
- PDF • PDF FILES**
- COD • CODES (XLS, XLSX, CSV, TXT)**
- TXT • 1-LINE TEXTS (XLS, XLSX, CSV, TXT)**
- XLS • N-LINES TEXTS (XLS, CSV)**
- NUM • NUMBERING**

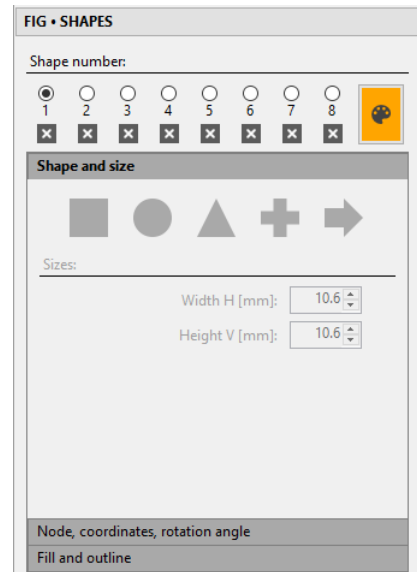
Each panel is used to specify the parameters of objects of the following types:

- The **START** panel is used to specify the parameters of the personalized background. The background can be a clear pdf page or a page from a pdf file. This panel also includes a START button that starts generating personalized pages on the disk with the applied personalization objects.

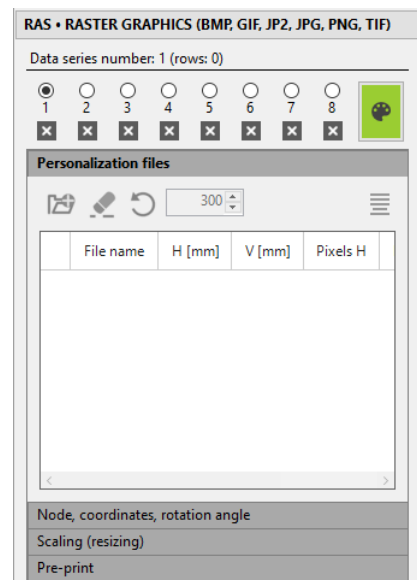
The screenshot shows the 'START' panel with the following settings:

- START** (button)
- Background: new page** (header)
- Number of personalized pages:** 100
- Net page size (TrimBox) [mm]:**
 - Width: 105.0
 - Height: 148.0
- Bleeds [mm]:** 3.0
- Inner margin [mm]:** 5.0
- Page background: solid**
- Color of the new background:** CO : M0 : Y0 : K0
- Background: PDF page** (header)

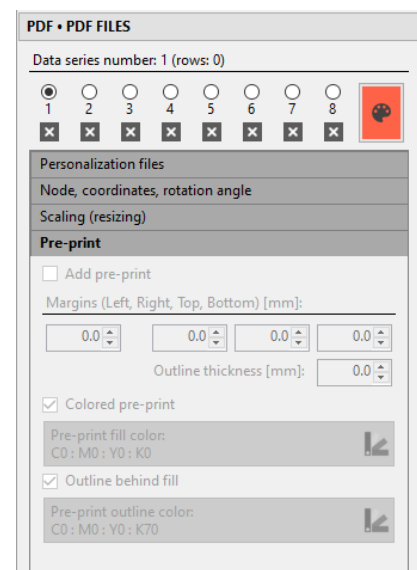
- The **FIG** panel is designed to apply basic geometric figures to the personalized background. These objects are not personalization objects. The same defined shape is applied on every subsequent page of the background.



- The **RAS** (raster graphics) panel is used to overlay raster graphics formats: jpg, gif, png, bmp, tif and jpg 2000. Important: png files must not be interlaced files.



- The **PDF** panel (pdf pages) is applicable when specifying the parameters of pdf file pages that are the personalization objects.



- The **COD** panel is used to apply various types of barcodes to the background. Currently, these include EAN13, EAN8, CODE128 and QR codes. Other types of codes will be available in future updates. Data for encoding can be imported from txt files and spreadsheets.

COD • CODES (XLS, XLSX, CSV, TXT)

Data series number: 1 (rows: 0)

1 2 3 4 5 6 7 8 [Color palette icon]

Personalization data

Code type

Code type: CODE 128

Code parameters...

Color code: C0 : M0 : Y0 : K100

Font (if possible): Consolas

Text color: C0 : M0 : Y0 : K100

Node, coordinates, rotation angle

Scaling (resizing)

Pre-print

- The **TXT** panel is designed to apply single-line text frames, which can be imported from txt files or spreadsheets, to the personalized background. Each line of the txt file is a separate personalization object. As regards data imported from sheets, each cell of the sheet is a separate personalization object. If a spreadsheet cell contains content with line breaks (multiline text), each line of such a cell will be imported separately during import. In other words: the multi-line cell will be split into individual lines. The XLS panel is used to place multi-line frames.

TXT • 1-LINE TEXTS (XLS, XLSX, CSV, TXT)

Data series number: 1 (rows: 0)

1 2 3 4 5 6 7 8 [Color palette icon]

Personalization data

Node, coordinates, rotation angle

Text formatting (font, size, color)

ArialMT 10.0

Horizontal spacing [H/1000][-/+] 0

Vertical spacing [pt][-/+] 0.00

Outline thickness [mm] 0.0

Text color: C0 : M0 : Y0 : K100

Outline behind fill

Outline color: C0 : M0 : Y0 : K70

Additional options

Pre-print

- The **XLS** panel is used to insert multi-line texts. Importing data into this panel from a spreadsheet does not split multi-line cells into individual rows.

XLS • N-LINES TEXTS (XLS, CSV)

Data series number: 1 (rows: 0)

1 2 3 4 5 6 7 8 [Color palette icon]

Personalization data

Node, coordinates, rotation angle

Text formatting (font, size, color)

Additional options

Change case:

Unchanged UPPERCASE lowercase

Add line to texts:

Before: [Text input]

After: [Text input]

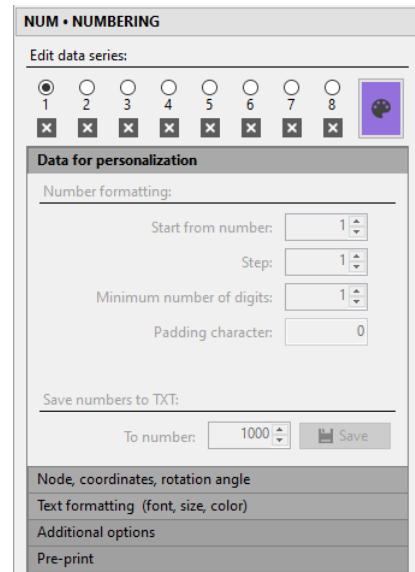
Add phrase to texts:

Before: [Text input]

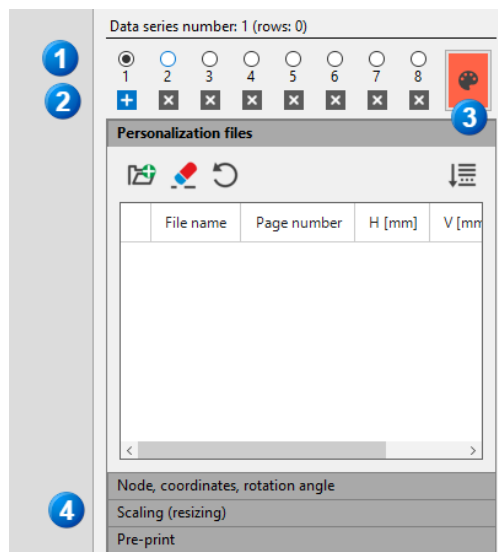
After: [Text input]

Pre-print

- The **NUM** panel, unlike the other panels, generates personalization data (numbers) automatically. These are special text frames with content generated while saving consecutive pages of the personalized background.



2.5. Common items in the panels



[1] There are eight buttons in each panel for selecting the data series. This means that eight objects of the same type can be placed on a personalized page at the same time.

[2] Below the series selection buttons there are eight switches for activating the data series. The switches have two states: the active series state (plus on a blue background) and the inactive series state (gray x). Only items from active series are placed on the background. An additional prerequisite for placing objects on the background is loading or importing the data necessary for generating the personalization objects. The exceptions are the FIG and NUM panels, which do not need this data.

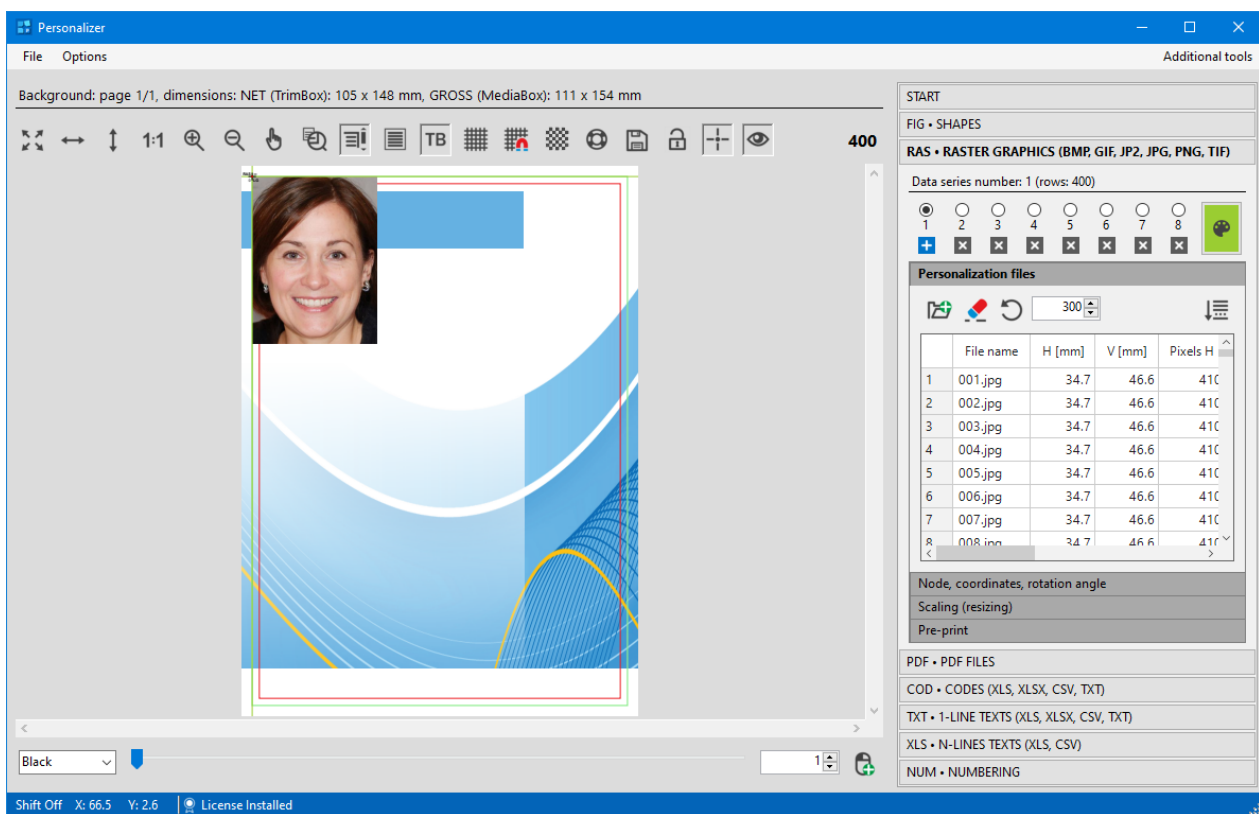
[3] The button with the palette symbol defines the color of the rectangle that simulates the applied object in the simplified preview mode.

[4] In each panel, under the items used for managing data series, there is a group of sub-panels with controls specific to the data type. They show the values set for the selected series, and also make it possible to change them, which includes changing the size, position or rotation angle of a particular personalization object.

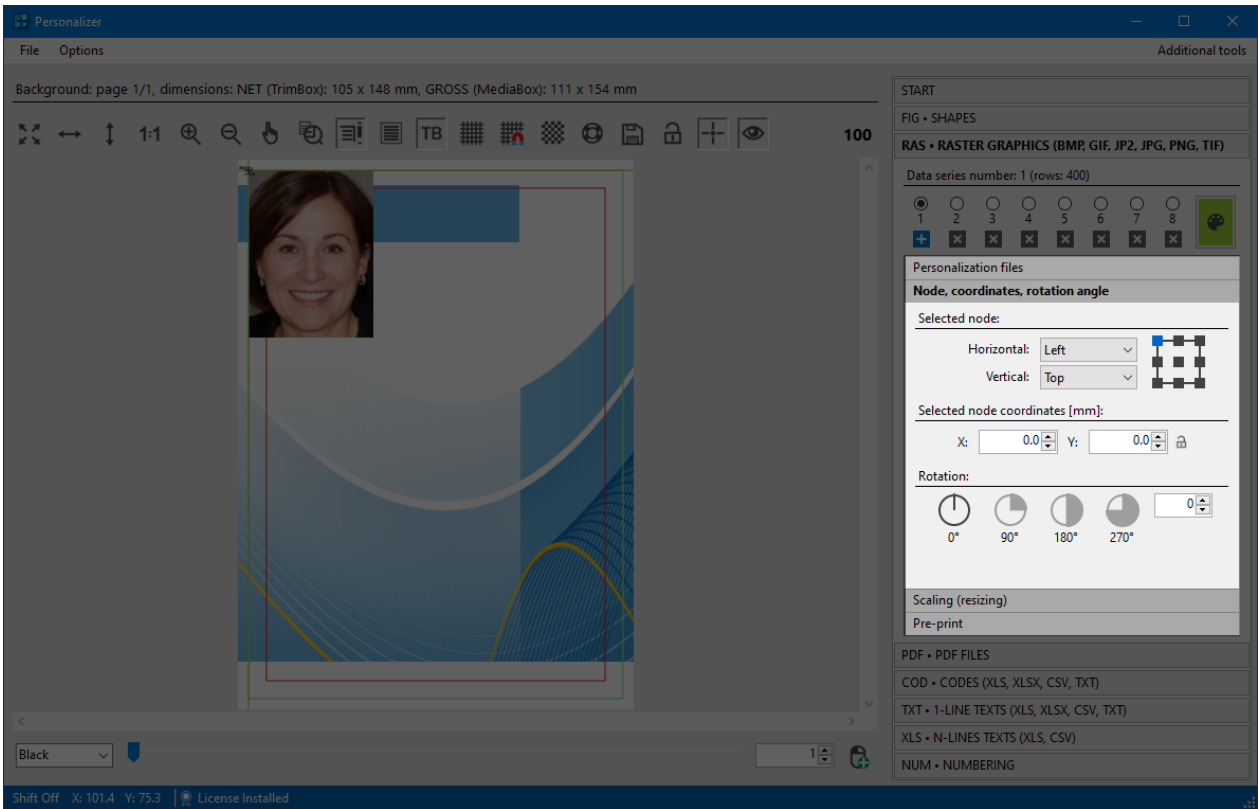
The **Node, coordinates, rotation angle** subpanel is the same for all data types. It is used to set the X and Y coordinates of the selected object node, which determine its position on the background page and the angle of rotation.

2.6. Placing a personalization object on the background page

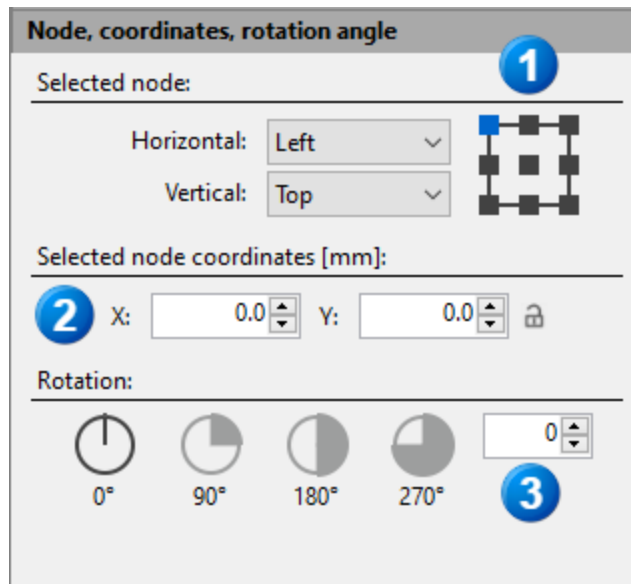
To place an object on the background, you need to select its type and activate the data series. For **PDF, RAS, COD, TXT, XLS** panels, it is necessary to load the data into the tables.



The retrieved object will be placed in the default position (0, 0). To change the position of an object, click the left mouse button on the place of the background where the selected object node is to be placed. Depending on the settings of the mouse button, you may need to press the SHIFT key. Including this key in the process of placing items will safeguard you against changing the location of an item due to accidental clicking.



2.7. The Node, coordinates, angle of rotation subpanel

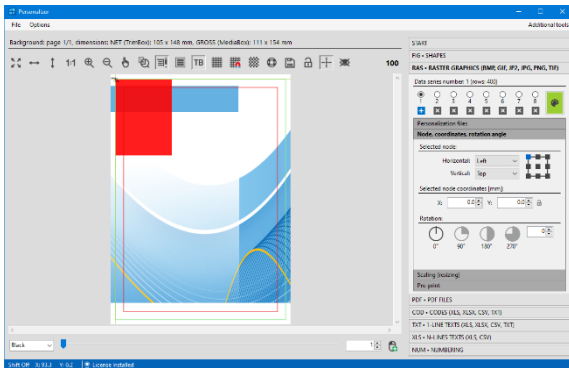


[1] Each object has 9 nodes, i.e. characteristic points. These include corners, the centers of vertical and horizontal edges, and the point in the center of the object.

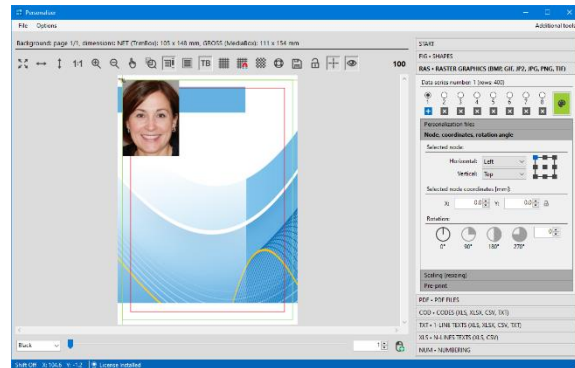
[2] The X and Y coordinates determine the position of the selected object node. Changing the node means changing the location, as the unchanged coordinates now define a different point.

[3] Also, object rotations always take place around the selected node. The color of an object in simplified preview mode is determined by the color switch in the item group for data series management. If part of the personalization object falls outside the safe margin line, both the line itself and the object will turn red.

Simplified preview



Actual preview



2.8. Pre-print subpanel

Under each object (except geometric figures) you can draw a rectangle that is a pre-print for the object. The size of the pre-print is determined by specifying the margins on each side. When all margins are 0 mm, the pre-print is equal to the size of the object.

The pre-print does not change the size of the objects.

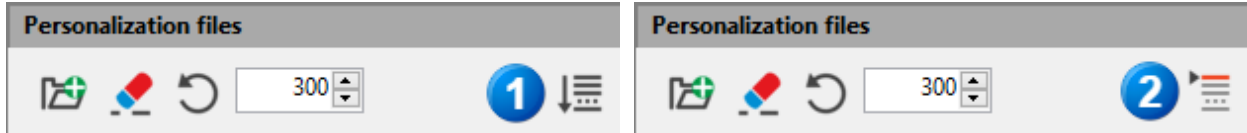
The coordinates of the nodes are the coordinates of the pre-print, if it is drawn.

If the option to draw a dashed outline over the fill is selected, this dash is drawn over the fill and over the element.

In all panels (except the **FIG** and **NUM** panels) there is a table with personalization data (the **Personalization Data** subpanel). Data for **TXT**, **COD** and **XLS** panels is imported, while data for **RAS** and **PDF** panels is linked.

2.9. Personalization Mode Switch

The *Personalization Mode* switch has two states: *Personalization by series* [1] and *First on All* [2].



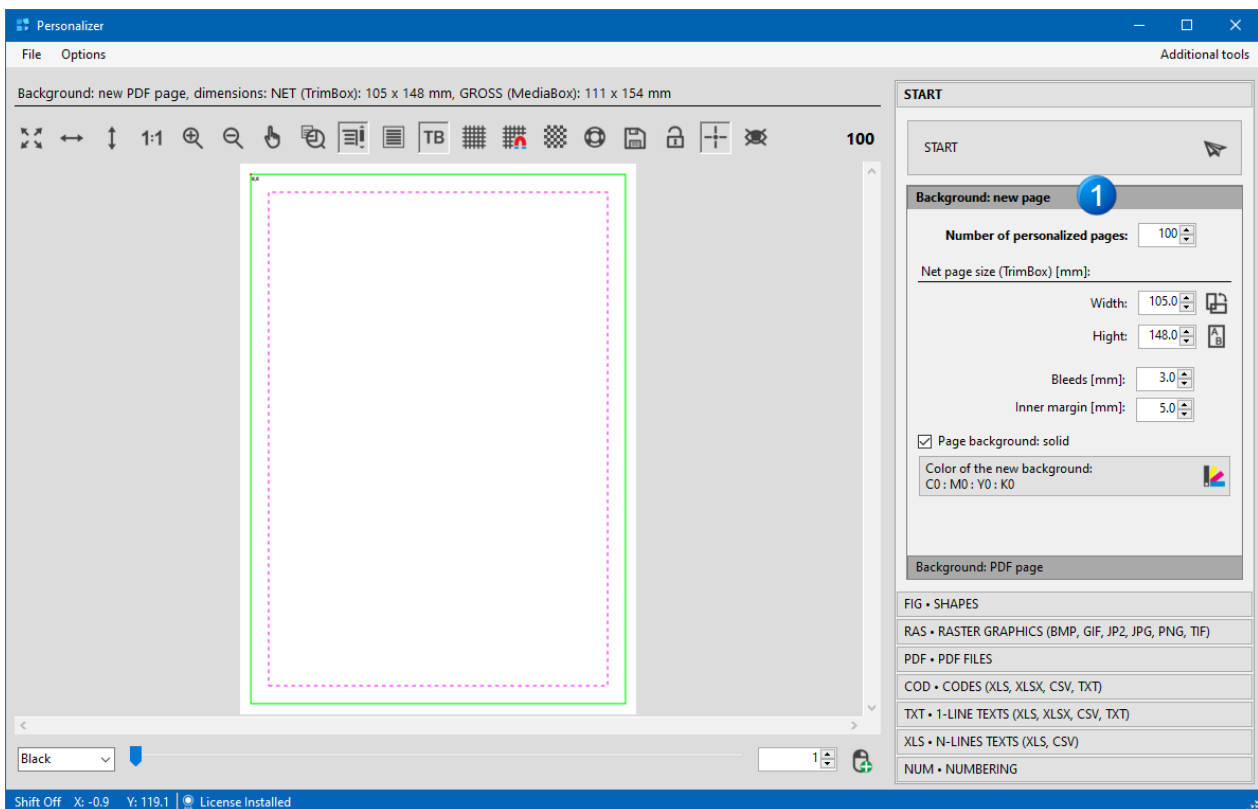
Turning this switch to the *First on All* mode causes the same object defined in the first row of the personalization table data to appear on each personalized page (personalization is turned off). It is used to add fixed objects to the background.

3. Working with the Personalizer software

3.1. Getting started

After starting the program, the first step is to determine what the personalized background will be and the final number of personalized pages.

[1] When personalizing a new pdf page, we set its size and bleeds (if necessary). The final page size is the net page size plus appropriate bleeds. We can also set the color of the background page.



[2] When the personalized page is a page or a range of pages from a pdf file, after retrieving them, we determine which pages will be the background pages and how many times the set range is to be repeated. The selected number of pages multiplied by the number of iterations is the target number of pages generated.

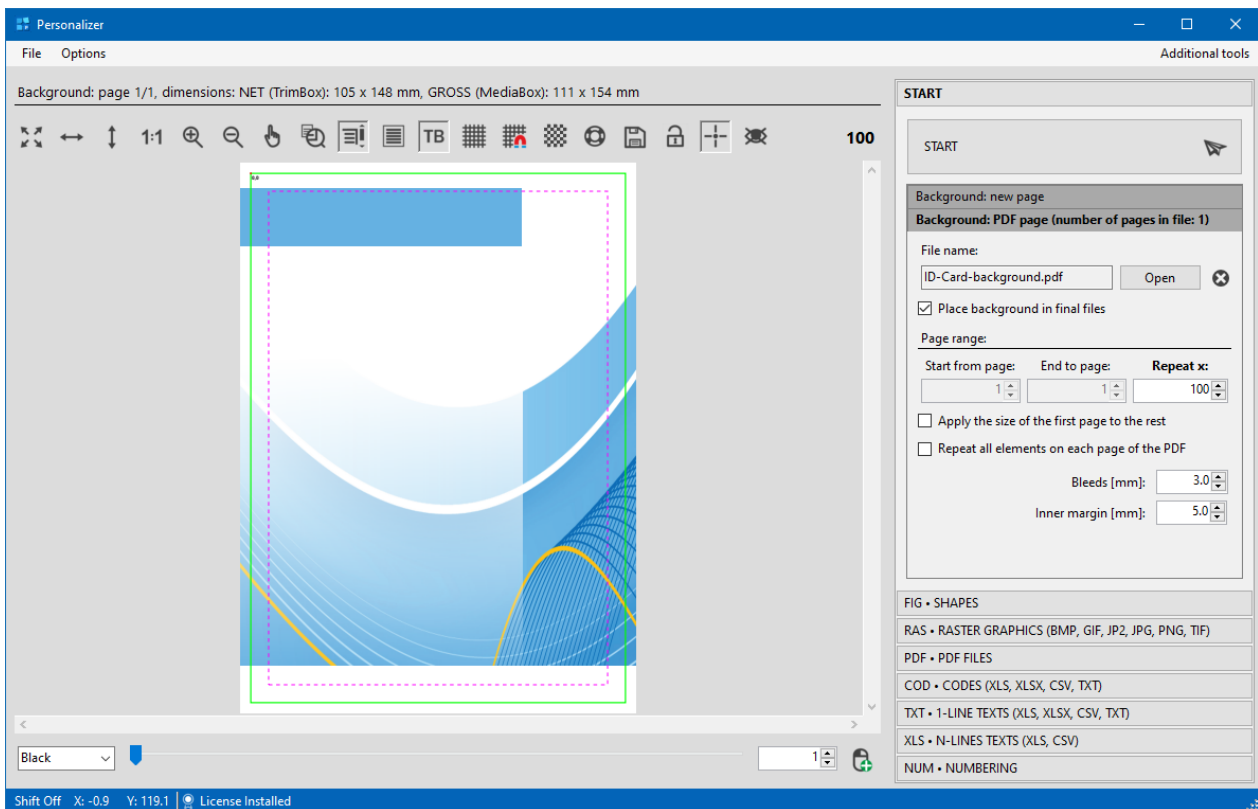
The *Repeat all elements on each page of the PDF* option changes the manner of personalization. If it is disabled, each page is personalized with subsequent data, if it is enabled, the personalization data of the first page of the selected range of pdf background pages is duplicated on each subsequent page of the range. Example: the background consists of three pages (“green”, “red” and “blue”) repeated 3x (the final number of pages = 9). The personalization dataset consists of 9 objects: 001, 002, 003, 004, 005, 006, 007, 008 and 009.

When the *Repeat all elements on each page of the PDF* option is disabled, the collection of final pages and applied personalization objects looks as follows:

Green 001, Red 002, Blue 003, Green 004, Red 005, Blue 006, Green 007, Red 008, Blue 009.

When the *Repeat all elements on each page of the PDF* option is enabled, the collection of final pages and applied personalization objects looks as follows:

Green 001, Red 001, Blue 001, Green 002, Red 002, Blue 002, Green 003, Red 003, Blue 003.



Task

Prepare personalized badges for the 400 participants of the Blue Color Enjoys Conference. Personalization objects of the badge:

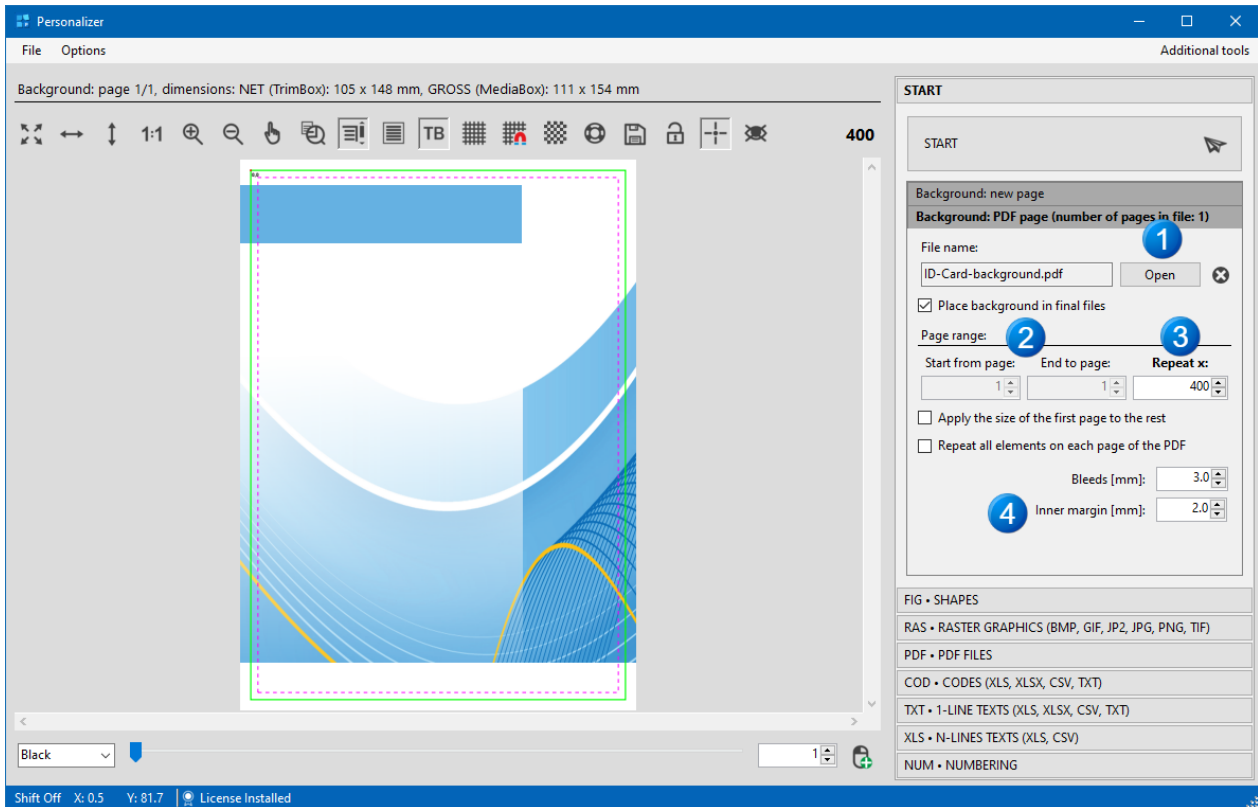
1. participant photo;
2. participant ID number;
3. first and family name of the participant;
4. participant's country of origin, email address, phone number;
5. first and family name encoded in the QR code.


Download sample files for testing the [Personalizer](#) software.³

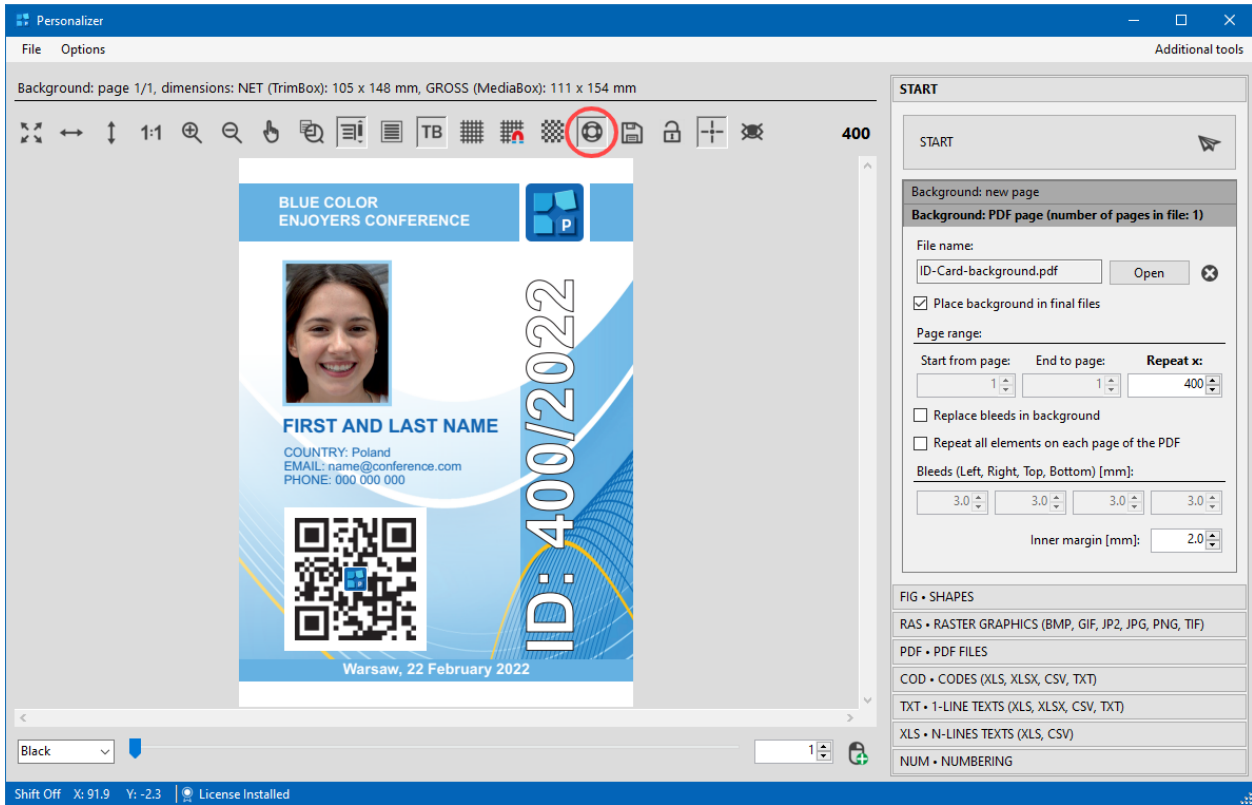
³ Sample data were created using online generators: <https://mockaroo.com/> mockaroo.com i This-Person-Does-Not-Exist.com.

Solving the task

Step 1: We start performing the task by loading the *ID-Card-background.pdf* file [1] into the program. We then determine the scope of the personalized pages: *Start from page and End to page* [2], 'Repeat x' equal to 400 [3], inner margin – 2 mm and bleed – 3 mm [4] (the **START** panel, subpanel **background: PDF page**).



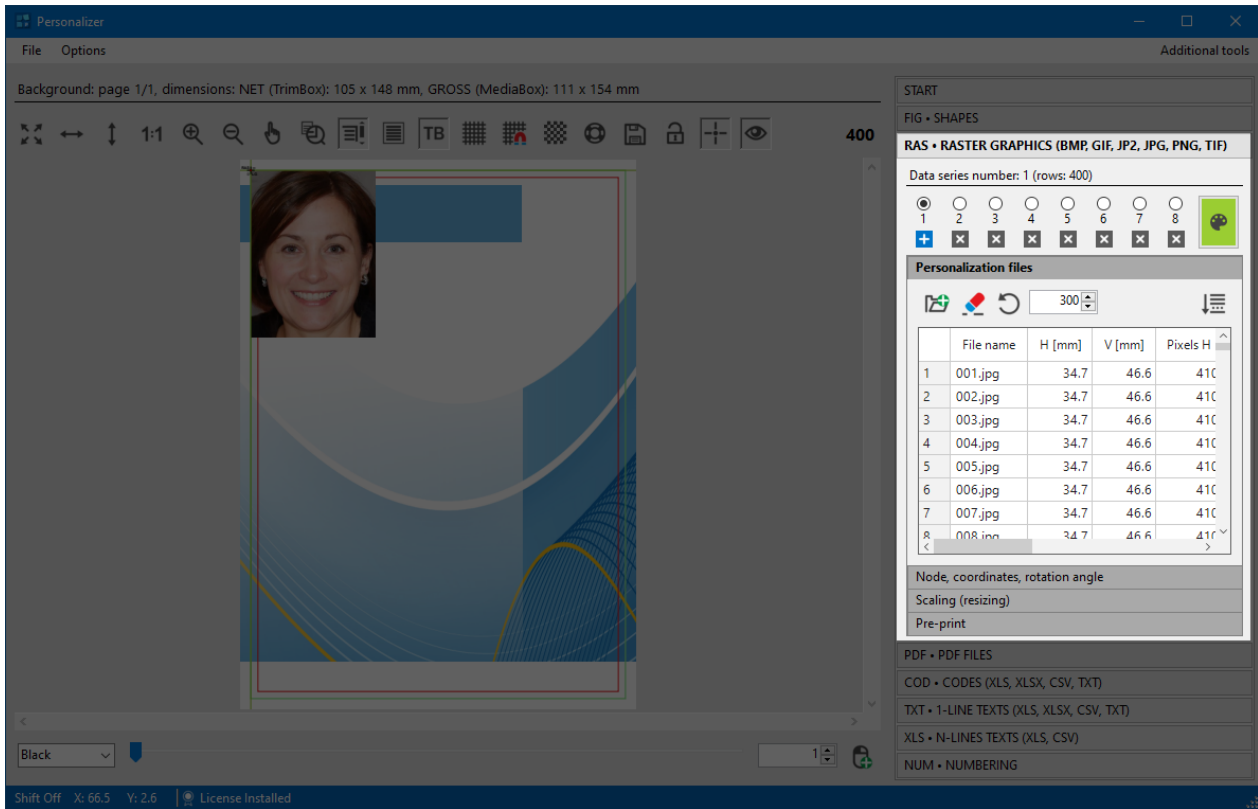
 In a situation where we receive a badge design from the customer, we can introduce a check on the correct placement of objects. To do this, right-click on the lifebuoy icon (in the preview management panel) and open the *ID-Card-example.pdf* file. From now on, if this button is pressed, the indicated file will be displayed in the viewer window.



Let's save the personalization project as, for example *ID-Card.pers*.

3.2. Personalization with raster graphics (RAS panel)

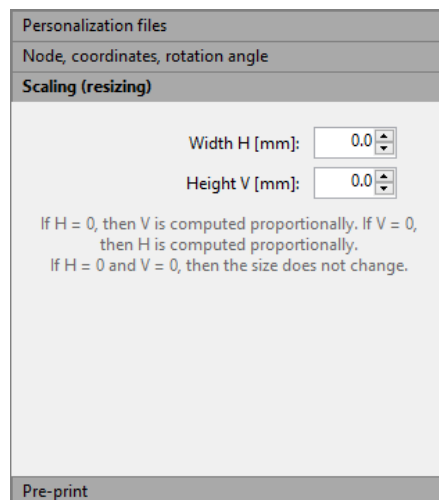
Step 2: The next step will be to load the photos collected in the avatars folder into the table. When 400 files are loaded, the following information will be displayed in the following columns of the table: the page number on which the file will be placed, the file name, the width and height in millimeters (the H [mm] and V [mm] columns), the width and height in pixels (Pixels H, Pixels V columns). Width and height in millimeters are the result of dividing the size in pixels by the resolution. Changing the resolution changes the values in the H and V column.



Resizing raster graphics

In the menu available under the right mouse button, several commands are available to manage the selected row.

Changing the size of the graphics is possible by changing the resolution. In individual cases, you can manually change the size by editing the values in the cells after double-clicking with the mouse. You can also resize graphics by specifying scaling in the **Scaling** subpanel. If both values in this panel are equal to 0 mm, the raster graphics will be placed according to the sizes specified in the table.



If only one of the sizes is larger than 0, the other will be scaled proportionally.

If both values are greater than 0, the sizes of the graphics from the tables will be ignored and their sizes will be equal to the entered values. NOTE. Entering a value arbitrarily can deform the graphic.

Step 3: Let us continue the task. According to the design, the photo on the badge should be 40 mm high, while the table shows that the loaded files are larger – they are 46.6 mm (V) each. So, we need to scale the photos.

In the **Scaling** subpanel, set the height of the images to 40 mm (width = 0 mm). Such settings allow proportional scaling of the width of the images.

Personalization files

Node, coordinates, rotation angle

Scaling (resizing)

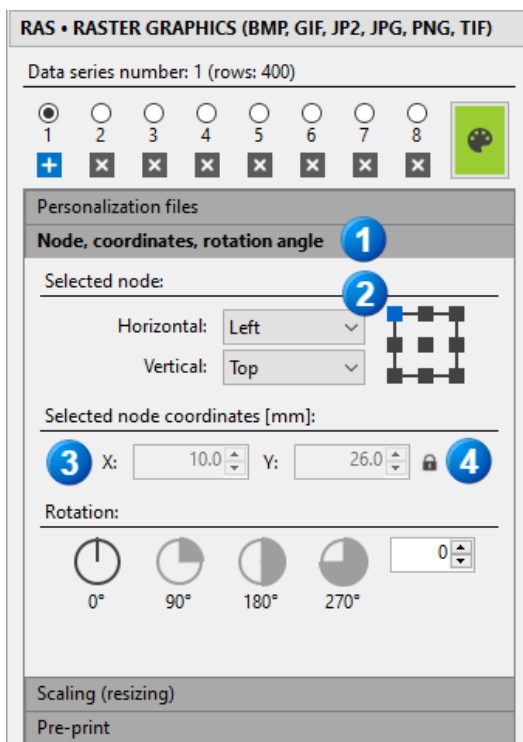
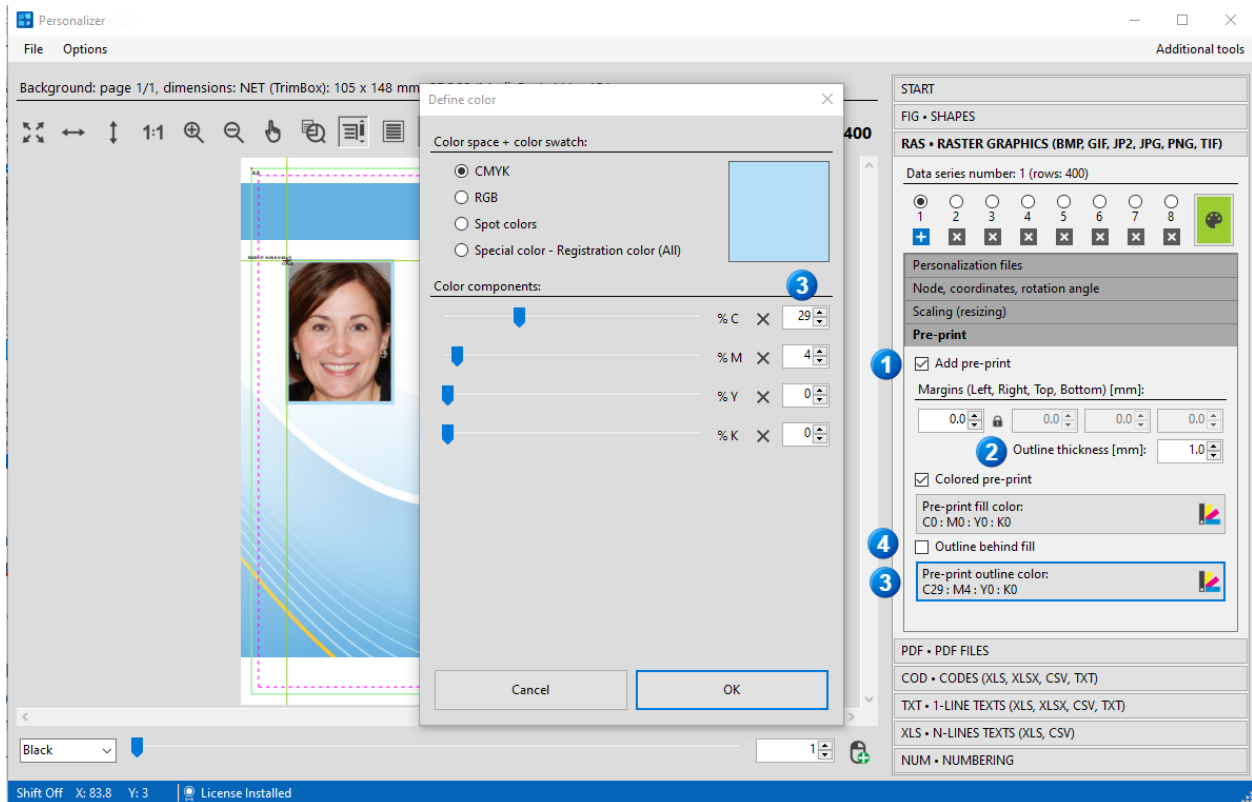
Width H [mm]:

Height V [mm]:

If H = 0, then V is computed proportionally. If V = 0, then H is computed proportionally.
If H = 0 and V = 0, then the size does not change.

Pre-print

Step 4: Let's add a contour line to the photos. Go to the **Pre-print** subpanel. Select *Add pre-print* [1], set the thickness of the outline to 1 mm [2], and set the color of the outline: C 29, M 4, Y 0, K 0 [3] and uncheck *Contour behind fill* [4]. Unchecking this option will cause the outline to be drawn over the object (photo). In this case, it is irrelevant to uncheck or check the *Colored pre-print* option, because the pre-print is not larger than the photo, that is, it is completely hidden under it.

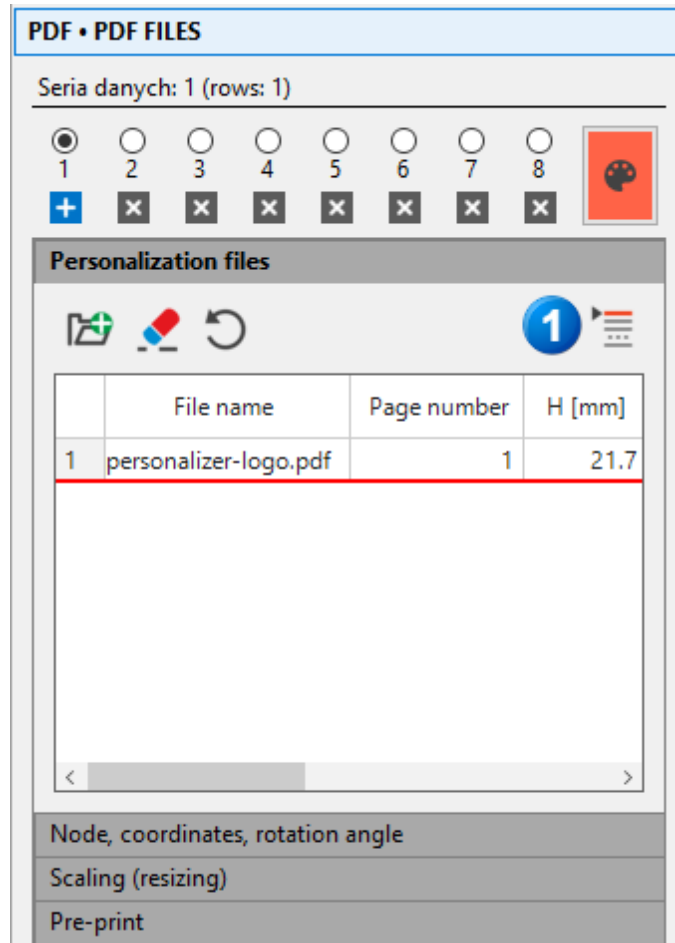


Finally, we put the photo in the right place. In the **Node, coordinates, angle of rotation subpanel [1]**, we set the coordinate values for the upper left corner of [2]: X=10, Y=26 [3]. Since this is the correct position of the object, it is a good idea to lock this position so that it is not accidentally changed. To do this, “close” the padlock located at the coordinates [4].

Save the project to update it on disk.

3.3. Personalization with pdf pages (PDF panel)

Step 5: In the personalized badge, the pdf object is the logo (one-page *personalizer-logo.pdf* file). After loading the file into the table, change the series mode to *First on All* [1].

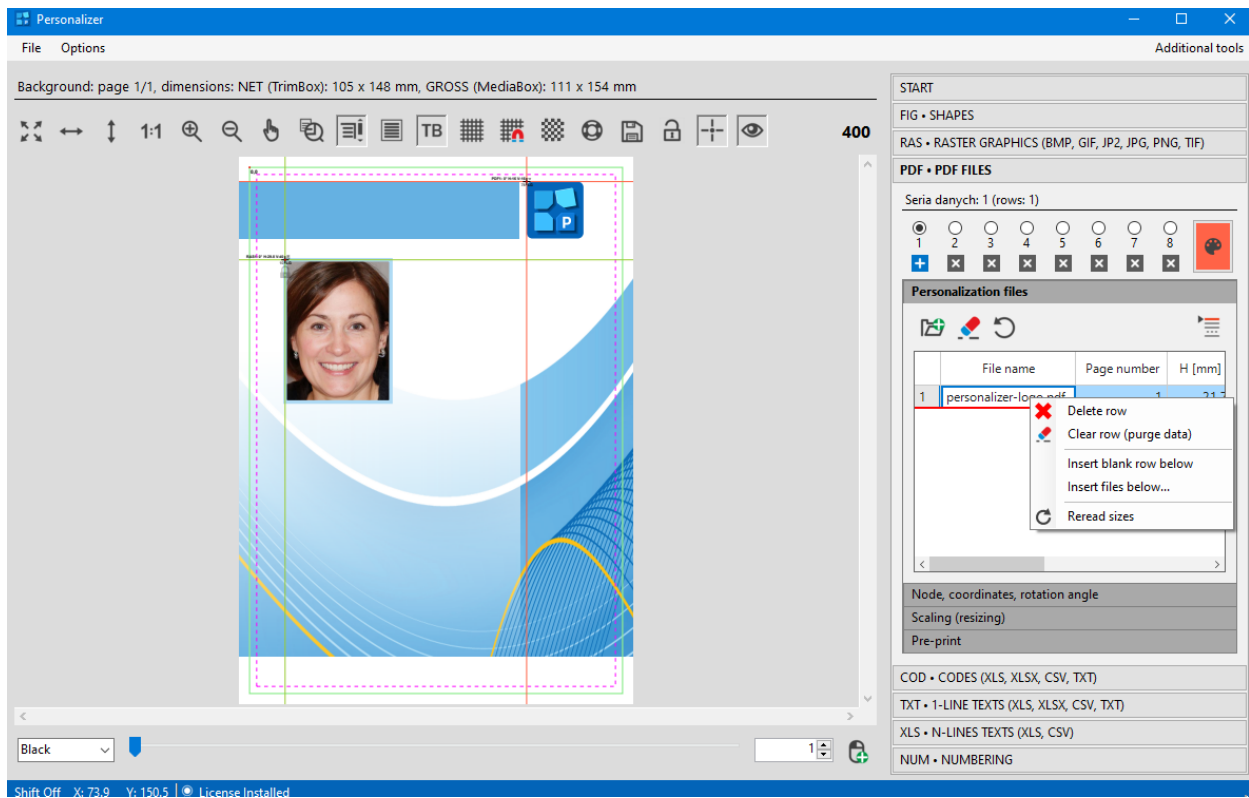


The logo can be resized in the **Scaling** subpanel. Set its height to 16 mm (width = 0 mm), so the logo will be scaled proportionally (the photos were resized in the same way).

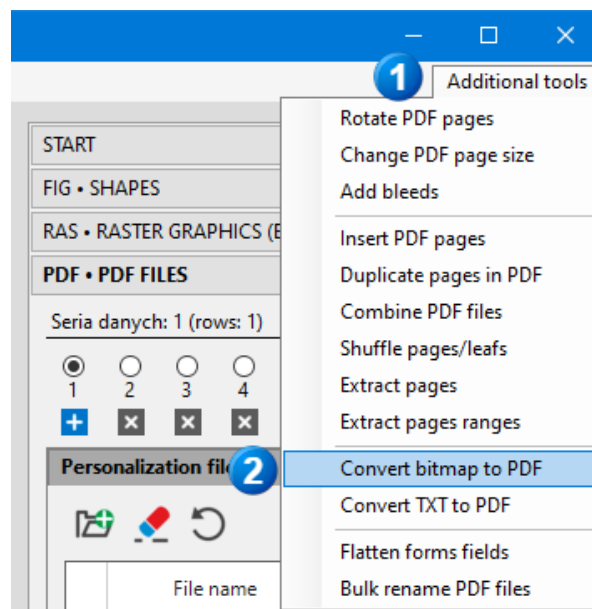
In the **Node, Coordinates, Angle of Rotation** subpanel the coordinate values for the upper left corner are set: X=78, Y=4. The location of the object is locked, and the personalization project is saved to update the data on the disk.

In the right-click menu there are several commands for the management of the selected row.

Press the F2 key on your keyboard (or double-click on the cell) to get into the edit mode.



Option: In our task, the photos of the rally participants are placed on the background as raster graphics. However, it is possible with the additional **[1]** *Convert bitmaps to pdf* **[2]** tool to generate a multi-page pdf file that is the result of converting images to consecutive pdf pages.



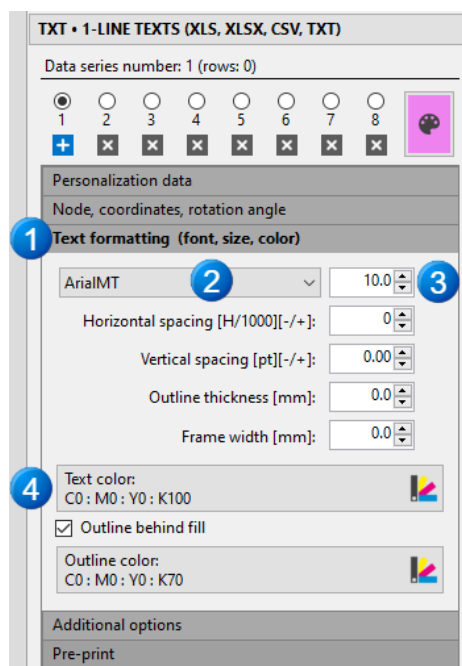
Once data is loaded into the second series in the **PDF** panel, it can be placed on the background in the same way as the images were placed. This way of placing photos has the advantage that additional processing, such as cropping, can easily be done with a pdf editor.

3.4. Personalization with single-line texts (TXT panel)

Personalization with text

The other three panels (**TXT**, **XLS** and **NUM**) are panels that allow personalization with text.

A common element of these panels is the **Text Parameters** subpanel [1], where you can define the basic characteristics of a text frame, such as font [2], type size [3] and text color used in the frame [4]. The width of the frame depends on the number of characters and is (mostly) variable (frame width = 0). Therefore, when it is necessary to align a text frame with other frames or objects, it is important to select the right node and read its coordinates correctly.



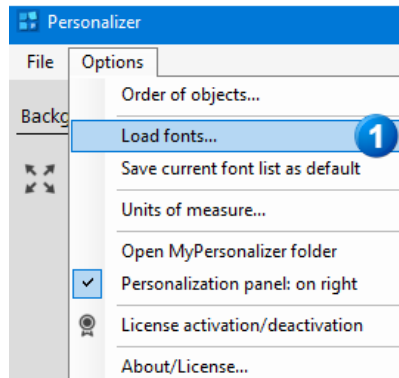
When centering, consider the position of horizontal central nodes (CT, CC, CB), when aligning to the left, consider the position of left nodes (LT, LC, LB), when aligning to the right, consider the position of right nodes (RT, RC, RB)*.

You can define the frame width $\neq 0$ mm. If the text width exceeds the frame width, it will automatically be moved to a new line.

* * *Explanation of abbreviations: C – central, B – bottom, T – top, L – left, R – right.*

Font management

The **Personalizer** software does not use the system's font management mechanism. The fonts that can be used are otf fonts. The program launches with a set of 40 of the most common fonts (Arial, Calibri, Consolas, Courier, Georgia, Segoe, Tahoma, Times and Verdana – all with variations). To use a font outside the list in text frames, add it using the *Options>Load Fonts* dialog box [1].



Fonts already loaded are not deleted. It is possible to use a font saved on disk and not installed on the system. Fonts outside the basic list used in the project, load together with the project.

Editing the master list

If you want a certain font to always load with the running program, you can add its name to the *Fonts.txt* file (in the *MyPersonalizer/Settings* folder). Fonts with names stored in the list are searched for in the system font folders at program startup time. This file can also be generated using the *Save current font list as default* command. Deleting the file from the disk before running the program will re-create it with default values.

Importing personalization data

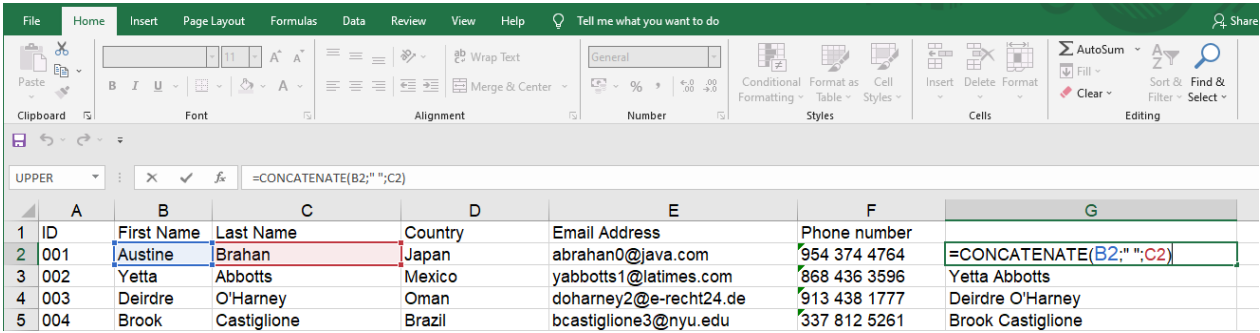
After importing the data into the table, you need to specify the basic parameters of the text frame, such as the font, typeface (letter size) and text color used in the frame.

Texts in single frames can be combined into multi-line frames. Content editing is disabled in the merged rows.

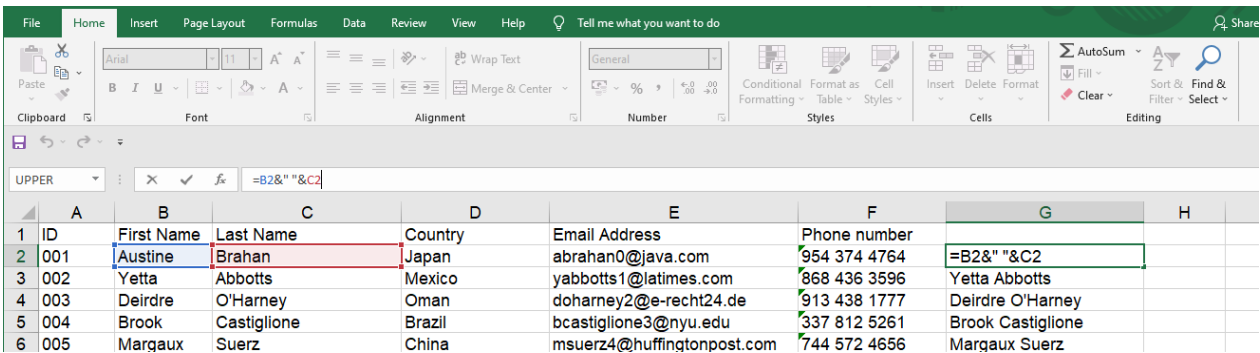
There are 3 single-line text frames in the badge: the name of the conference, first and family name (under the photo) and the name of the city with the date. As regards the conference name, we will use a special function of the **TXT 1-LINE TEXTS** panel that allows us to combine the contents of multiple cells into a single personalization entry.

The "↵" character (Alt+0172) is replaced with a line break character. Select the "Edit Row" command from the context menu (or double-click on the cell) to get into the edit mode.

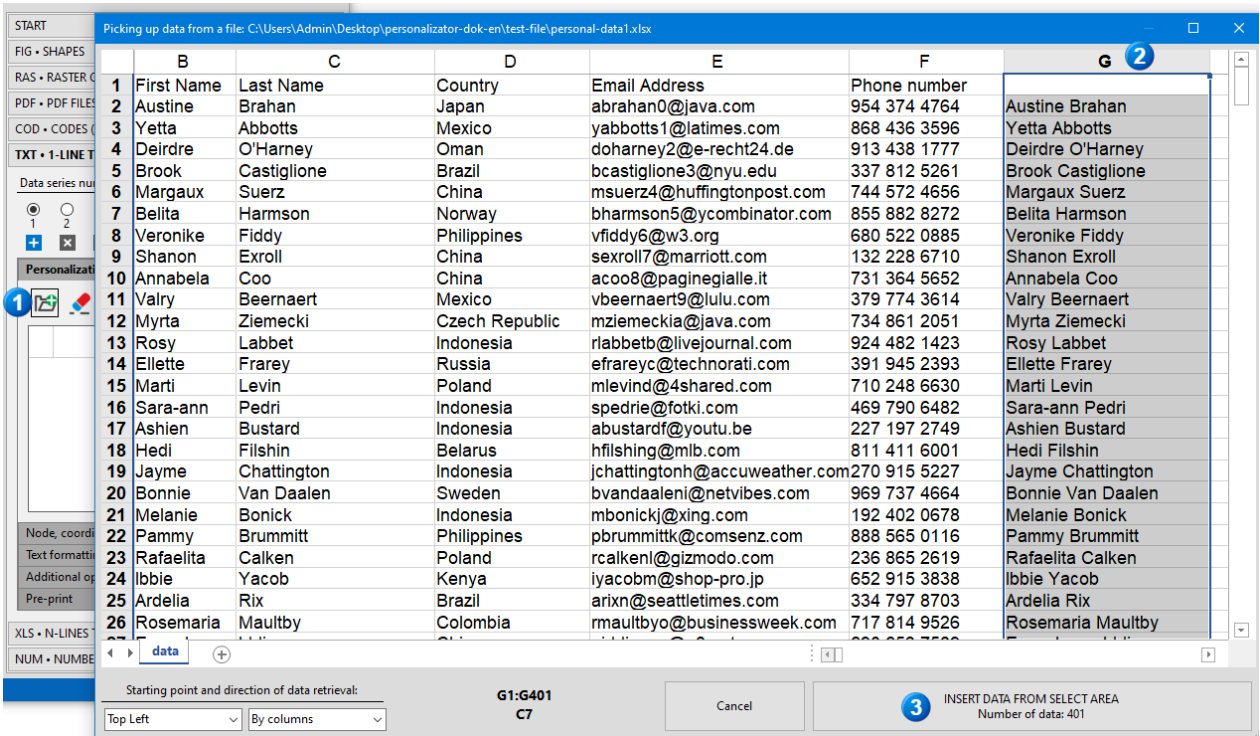
Step 6. Data for the name frame is imported into the table from the *personal-data.xls* file. Since the first and family name are entered in separate columns of the worksheet, let's start by combining the contents of the cells using the *CONCATENATE* function (in Excel and LibreOffice Calc). Open the file in a spreadsheet. Type the function in column G and copy it to the other cells in that column. Save the *personal-data.xls* file to update it on the disk.



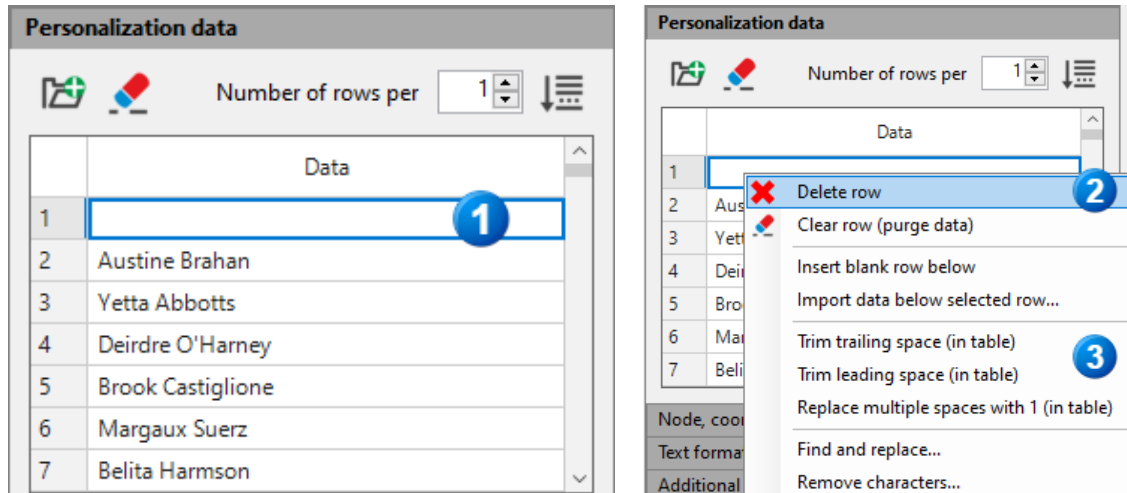
Another way to combine texts is to use the **AND (&)** operator.



Now we can import the data [1]. Use the **TXT 1-LINE TEXTS** panel. After selecting the *personal-data.xls* file, select column G [2] and *download the data to the table from the selected area* [3].



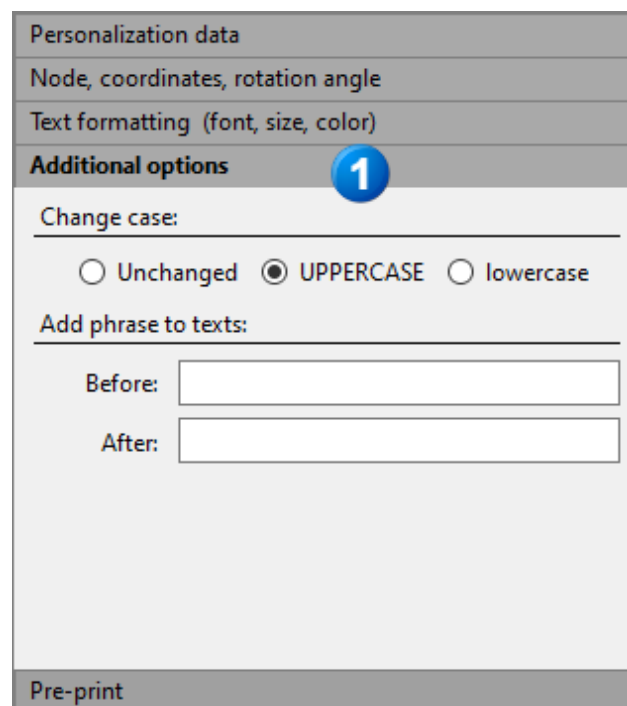
The unnecessary blank row [1] is removed using the options available by pressing the right mouse button [2]. In addition, we can “clean” the data by removing double spaces, for example [3].



In the **Node, Coordinates, Rotation Angle** subpanel for this text frame, we set the coordinate values for the upper left corner: X=10, Y=70. Block the position of the text frame.

In the **Text formatting** subpanel, set the font (Arial-BoldMT), character size (15 pt) and text color (C 89, M 59, Y 0, K 0).

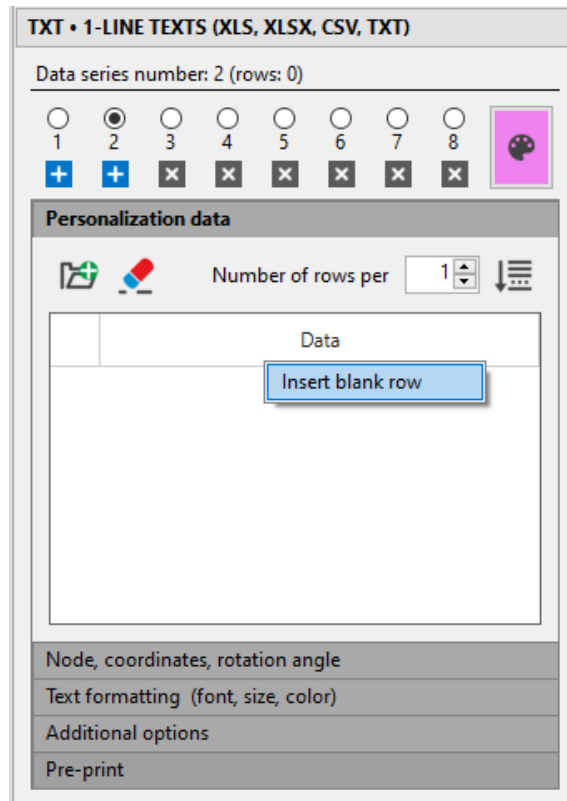
In the **Additional options** subpanel, check the case-sensitive conversion to *Uppercase* [1].



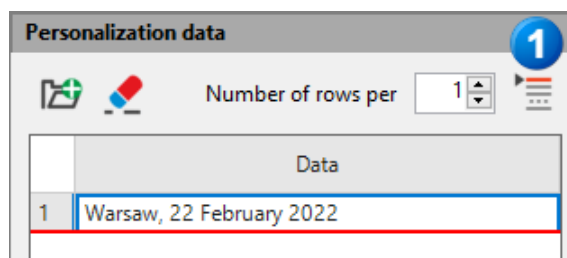
Save the project to update it on disk.

The “First on All” mode

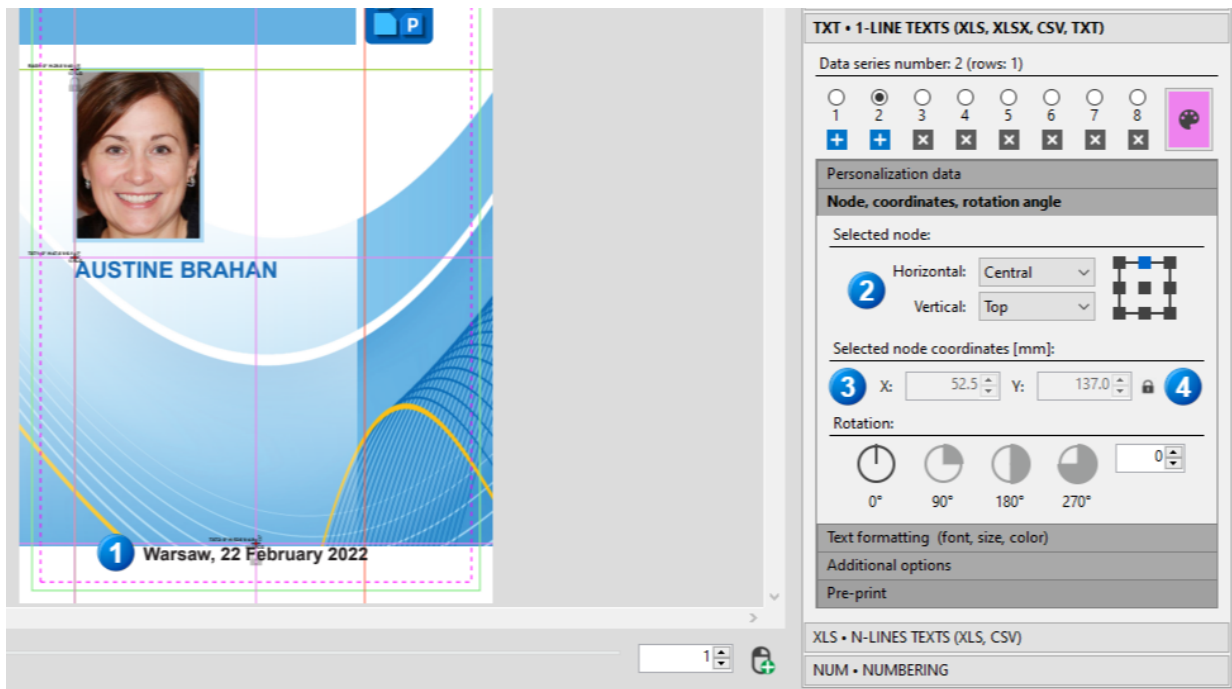
Step 7. Do not import the data into the box with the name of the place and date, but after activating the next series of data, insert a “blank row” and enter the data by typing it.



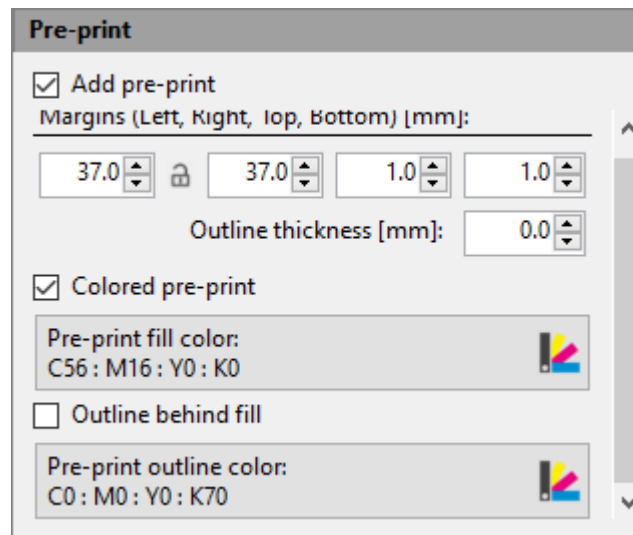
Switch the data series to the *First on All* mode **[1]** (this option was used when placing the logo on the ID).



Text parameters are assigned according to the formula: font (Arial-BoldMT), character size (12 pt). Move the text to the lower part of the badge, to the border of the background graphic **[1]**. Looking at the badge template, we see that the text is centered. Since we are not given the coordinates of any of the nodes in this frame, we need to do a simple calculation. Select the CT (central top) node **[2]** and calculate its position. The width of the badge is 105 mm, so this node should be half the width of the badge ($X=52.5$ mm). Enter the value and block the position of text **[3], [4]**.



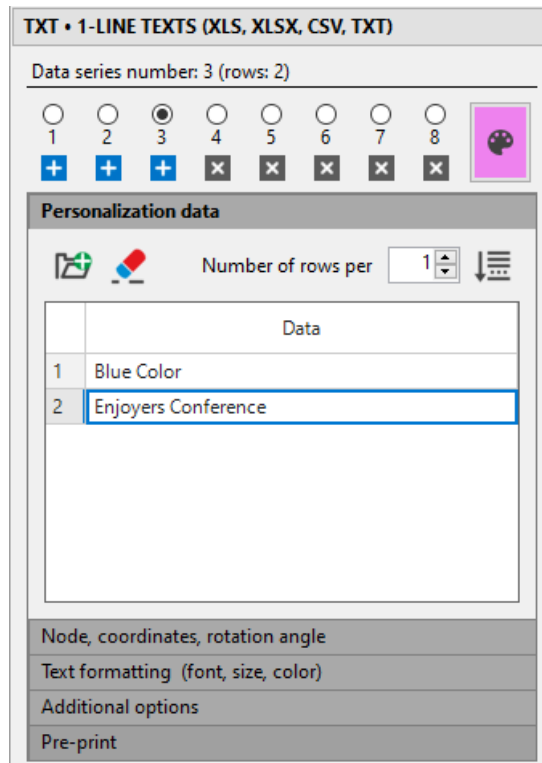
Add a pre-print to the text with a width greater than the width of the badge (37 mm from the left, 37 mm from the right, 1 mm from the top, 1 mm from the bottom). Set the color of the pre-print fill (C 56, M 16, Y 0, K 0).



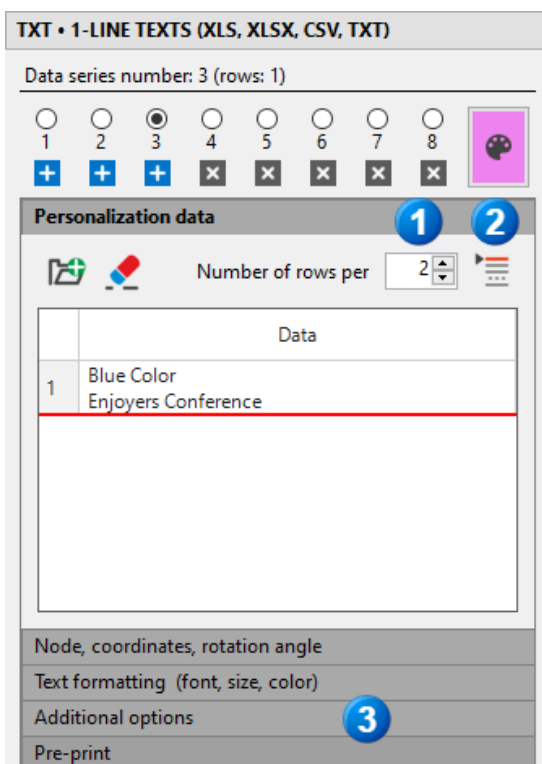
Finally, change the text color to white (C 0, M 0, Y 0, K 0) and update the project record.

Combining rows

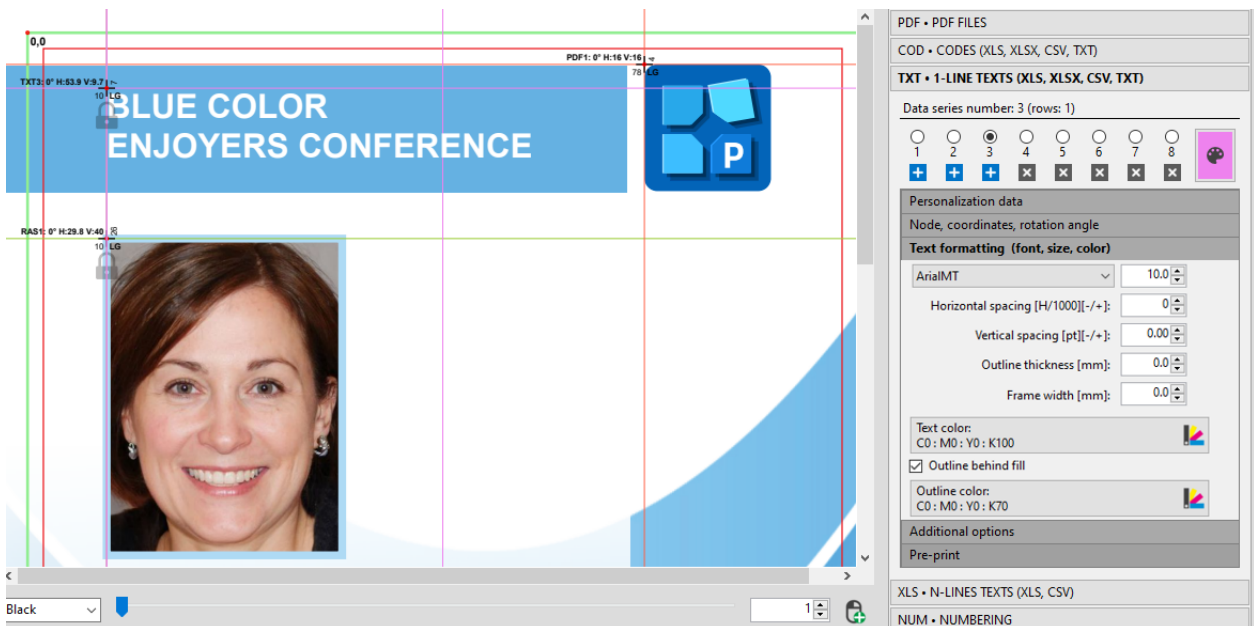
Step 8. We are now preparing a frame with the name of the conference. Activate the next data series, manually enter the name of the conference into the two blank rows.



We then combine the text from both rows into one personalization entry [1]. The data series is switched to *First on All* mode [2].



What is left is to set the text formatting: font (Arial-BoldMT), character size (12 pt), color (C 0, M 0, Y 0, K 0), convert to display uppercase (if necessary) [3] and set the position of the coordinates of the upper-left corner (X=10, Y=7).



NOTE. When combining rows, among which one or more are “empty”, a tilde character (~) will appear in the table to simulate an empty row in a multi-row cell. **Therefore, the tilde character cannot be used in texts for personalization when lines are combined.**

The tilde character will NOT be drawn on the background page.

Block the position of the text and save the project to update it on disk.

3.5. Personalization with multi-line texts (XLS panel)

The **XLS** panel is used for personalization with texts that include a line break, inserted in spreadsheet cells using the *Alt+Enter* keyboard shortcut or the *CHAR* function.

In the body of the badge, the country name, the email address and the phone number are placed consecutively and have the same parameters. For this reason, it is practical to use a multi-line text frame.

However, in the *personal-data.xls* file, there are no cells with such content (the data are in separate columns), so before importing data from the sheet, we need to combine the necessary information. Proceed in a manner similar to the one that was used to merge the data from the first name and last name columns (*Chapter 5. Step 6: the CONCATENATE function or the & operator*). Forcing the transition to a new line will be achieved by using the *CHAR* function, entering the number *10* as its argument.

Step 9. After opening the worksheet and loading the *personal-data.xls* file, insert the cursor in an empty cell in the row with the first piece of data (in this case, cell H2) and type a formula combining the texts of the indicated cells with a line break character between them: *CHAR(10)*. For the effect to be visible, text wrapping must be enabled for cells with new content in cell [1].

	A	B	C	D	E	F	G	H
1	ID	First Name	Last Name	Country	Email Address	Phone number		
2	001	Austine	Brahan	Japan	abrahan0@java.com	954 374 4764	Austine Brahan	=D2&CHAR(10)&E2&CHAR(10)&F2
3	002	Yetta	Abbotts	Mexico	yabbotts1@latimes.com	868 436 3596	Yetta Abbotts	
4	003	Deirdre	O'Harney	Oman	doharney2@e-recht24.de	913 438 1777	Deirdre O'Harney	

After checking for correctness, copy the formula entered into the remaining cells of the column. Save the file and close the program.

	B	C	D	E	F	G	H
	First Name	Last Name	Country	Email Address	Phone number		
	Austine	Brahan	Japan	abrahan0@java.com	954 374 4764	Austine Brahan	Japan abrahan0@java.com 954 374 4764
	Yetta	Abbotts	Mexico	yabbotts1@latimes.com	868 436 3596	Yetta Abbotts	Mexico yabbotts1@latimes.com 868 436 3596

Keep in mind that every Windows version 10 and 11 owner, after logging into their Microsoft account, has access to the online version of the Excel software.

Step 9a, optional. By combining texts, we can introduce additional words, which will be, for example, a description of the data (COUNTRY, EMAIL, PHONE).

	F	G	H
1	Phone number		
2	954 374 4764	Austine Brahan	COUNTRY: Japan EMAIL: abrahan0@java.com PHONE: 954 374 4764
3	868 436 3596	Yetta Abbotts	COUNTRY: Mexico EMAIL: yabbotts1@latimes.com PHONE: 868 436 3596
4	913 438 1777	Deirdre O'Harney	COUNTRY: Oman EMAIL: doharney2@e-recht24.de PHONE: 913 438 1777

Step 10. Using the **XLS** panel, retrieve the data to the table from the *personal-data.xls* file, from the column where the texts have been merged [1], [2].

	D	E	F	G	H
1	Country	Email Address	Phone number		
2	Japan	abrahan0@java.com	954 374 4764	Austine Brahan	COUNTRY: Japan EMAIL: abrahan0@java.com PHONE: 954 374 4764
3	Mexico	yabbotts1@latimes.com	868 436 3596	Yetta Abbotts	COUNTRY: Mexico EMAIL: yabbotts1@latimes.com PHONE: 868 436 3596
4	Oman	doharney2@e-recht24.de	913 438 1777	Deirdre O'Harney	COUNTRY: Oman EMAIL: doharney2@e-recht24.de PHONE: 913 438 1777
5	Brazil	bcastiglione3@nyu.edu	337 812 5261	Brook Castiglione	COUNTRY: Brazil EMAIL: bcastiglione3@nyu.edu PHONE: 337 812 5261
6	China	msuerz4@huffingtonpost.com	744 572 4656	Margaux Suerz	COUNTRY: China EMAIL: msuerz4@huffingtonpost.com PHONE: 744 572 4656
7	Norway	bharmson5@ycombinator.com	855 882 8272	Belita Harmson	COUNTRY: Norway EMAIL: bharmson5@ycombinator.com PHONE: 855 882 8272
8	Philippines	vfiddy6@w3.org	680 522 0885	Veronike Fiddy	COUNTRY: Philippines EMAIL: vfiddy6@w3.org PHONE: 680 522 0885

Starting point and direction of data retrieval: Top Left By columns H1:H401 C8 Cancel INSERT DATA FROM SELECT AREA Number of data: 401

After importing, we remove the blank line, then specify the basic formatting of the text frame: font (ArialMT), character size (10 pt), text color (C 89, M 59, Y 0, K 0) and enter the position of the coordinates of the left top node (X=10, Y=78).

The image shows a design software interface with a conference badge for Austine Brahan. The badge features a photo of Austine Brahan, her name, and contact information: COUNTRY: Japan, EMAIL: abrahan0@java.com, and PHONE: 954 374 4764. The design software interface includes a toolbar at the top and a right-hand panel with various options like RAS, PDF, COD, TXT, and XLS. The right-hand panel also shows a data table with the following content:

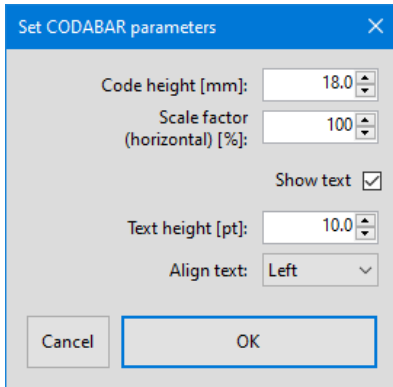
	Data
1	COUNTRY: Japan EMAIL: abrahan0@java.com PHONE: 954 374 4764
2	COUNTRY: Mexico EMAIL: yabbotts1@latimes.com PHONE: 868 436 3596
3	COUNTRY: Oman EMAIL: doharney2@e-recht24.de PHONE: 913 438 1777

Block the position of the text and save the project to update it on disk.

3.6. Types of codes

CODABAR

Sample data: **A1234B**



Set CODABAR parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

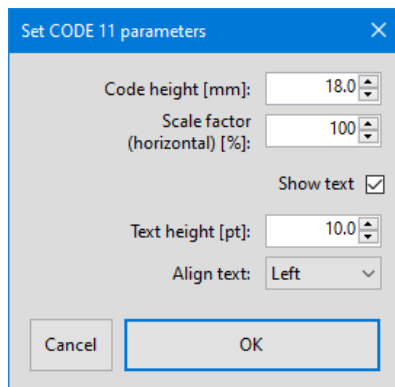
Align text: Left

Cancel OK



CODE 11

Sample data: 12345678



Set CODE 11 parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

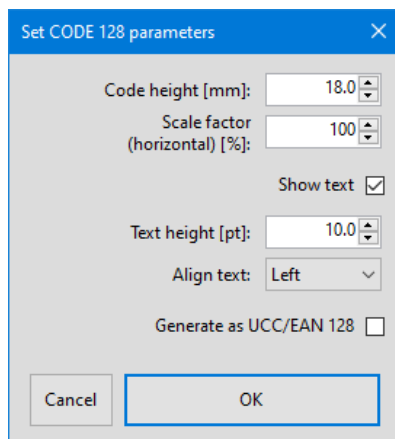
Align text: Left

Cancel OK



CODE 128

Sample data: **Code 128 Barcode.**



Set CODE 128 parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

Align text: Left

Generate as UCC/EAN 128

Cancel OK



EAN 128 (a variation of CODE 128)

Sample data: **(8005)000365(10)123456**

Set CODE 128 parameters ✕

Code height [mm]:

Scale factor (horizontal) [%]:

Show text

Text height [pt]:

Align text:

Generate as UCC/EAN 128



CODE 25 INDUSTRIAL

Sample data: **1234567890**

Set CODE 25 parameters ✕

Code height [mm]:

Scale factor (horizontal) [%]:

Show text

Text height [pt]:

Align text:



CODE 25 INTERLEAVED (ITF)

Sample data: **1234567890**

Set CODE 25 INTERLEAVED parameters ✕

Code height [mm]:

Scale factor (horizontal) [%]:

Show text

Text height [pt]:

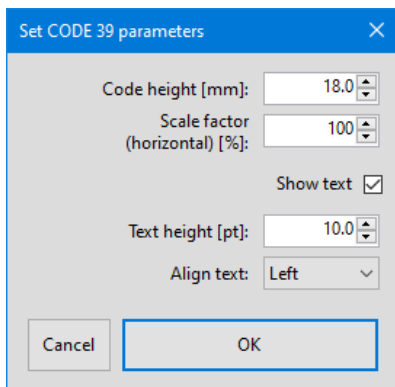
Align text:

Add a check digit



CODE 39

Sample data: **CODE 39**



Set CODE 39 parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

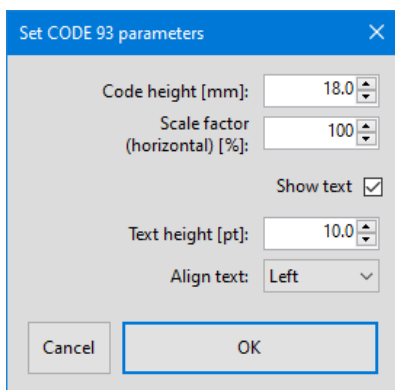
Align text: Left

Cancel OK



CODE 93

Sample data: **CODE 93**



Set CODE 93 parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

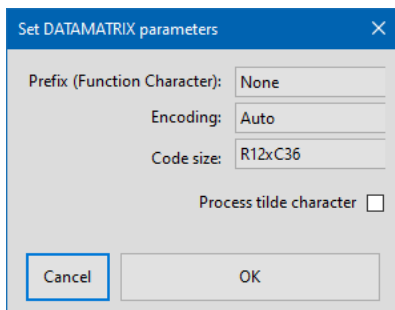
Align text: Left

Cancel OK



DATAMATRIX

Sample data: **DATAMATRIX**



Set DATAMATRIX parameters

Prefix (Function Character): None

Encoding: Auto

Code size: R12xC36

Process tilde character

Cancel OK



EAN 13

Sample data: **123456789012**

Set EAN-13 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: None

Cancel OK



EAN code 13 with two-digit addition

Sample data: **12345678901212**

Set EAN-13 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 2 digits

Cancel OK



EAN code 13 with five-digit addition

Sample data: **12345678901212345**

Set EAN-13 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

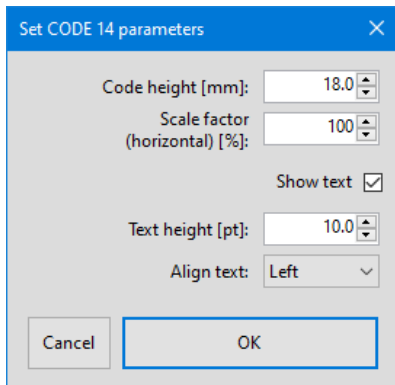
Add-on: 5 digits

Cancel OK



EAN 14

Sample data: **1234567890123**



Set CODE 14 parameters

Code height [mm]: 18.0

Scale factor (horizontal) [%]: 100

Show text

Text height [pt]: 10.0

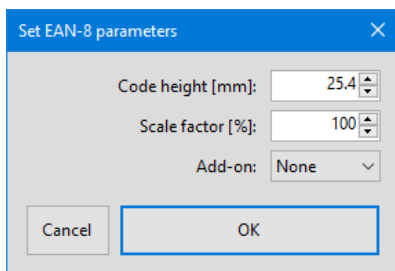
Align text: Left

Cancel OK



EAN 8

Sample data: **12345670**



Set EAN-8 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

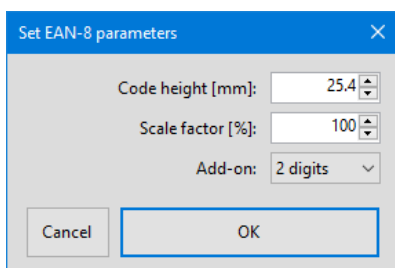
Add-on: None

Cancel OK



EAN code 8 with two-digit addition

Sample data: **1234567012**



Set EAN-8 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 2 digits

Cancel OK



The EAN 8 code with five-digit addition

Sample data: **1234567012345**

Set EAN-8 parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 5 digits

Cancel OK



ISBN (International Standard Book Number)

Sample data: **978-1-23-456789-7**

Set ISBN parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: None

Show text

Cancel OK



ISBN code with a two-digit addition

Sample data: **978-1-23-456789-712**

Set ISBN parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 2 digits

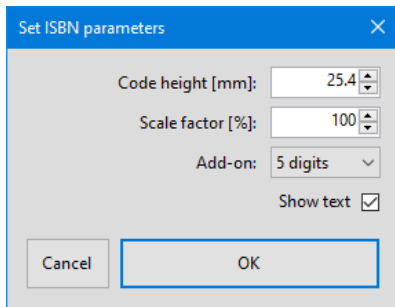
Show text

Cancel OK



ISBN code with a five-digit addition

Sample data: 978-1-23-456789-712345



Set ISBN parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 5 digits

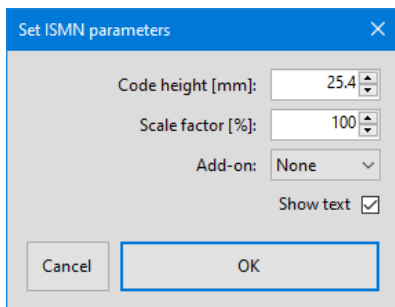
Show text

Cancel OK



ISMN (International Standard Music Number)

Sample data: 979-0-1234-5678



Set ISMN parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: None

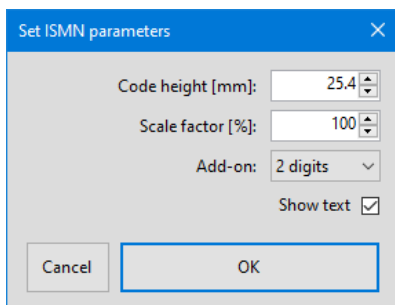
Show text

Cancel OK



ISMN code with two extra digits

Sample data: 979-0-1234-567812



Set ISMN parameters

Code height [mm]: 25.4

Scale factor [%]: 100

Add-on: 2 digits

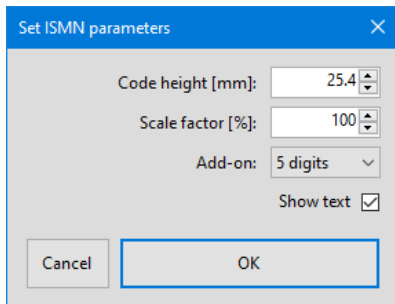
Show text

Cancel OK



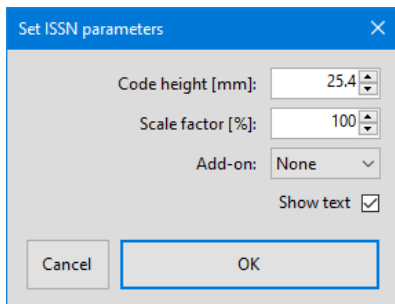
ISMN code with extra five digits

Sample data: **979-0-1234-567812345**



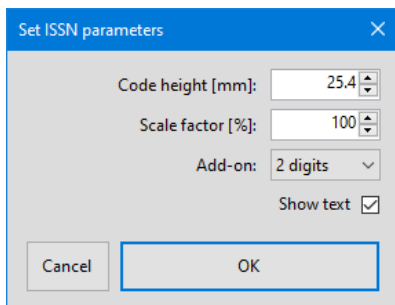
ISSN (International Standard Serial Number)

Sample data: **977-1234-56700**



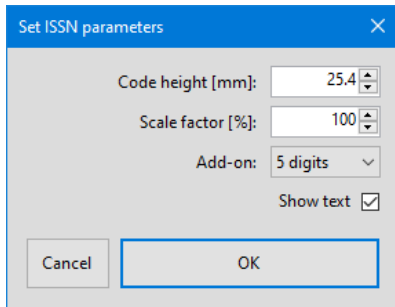
ISSN code with two-digit addition

Sample data: **977-1234-5670012**



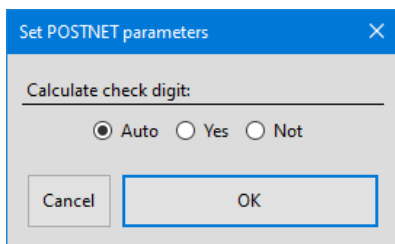
ISSN code with extra five-digits

Sample data: **977-1234-5670012345**



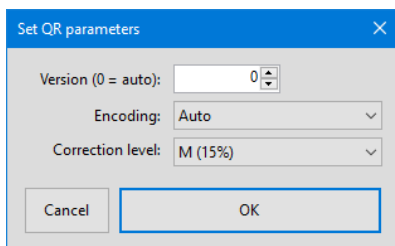
POSTNET Postal Numeric Encoding Technique)

Sample data: **20815470412**



QR

Sample data: **QR code sample**



3.7. Personalization with codes (COD panel)

The **Personalizer** software enables insertion of the following codes: **CODABAR, CODE 11, CODE 128, CODE 25, CODE 39, CODE 93, EAN 13, EAN 14, EAN 8, ISBN, ISMN, ISSN, POSTNET, QR.**

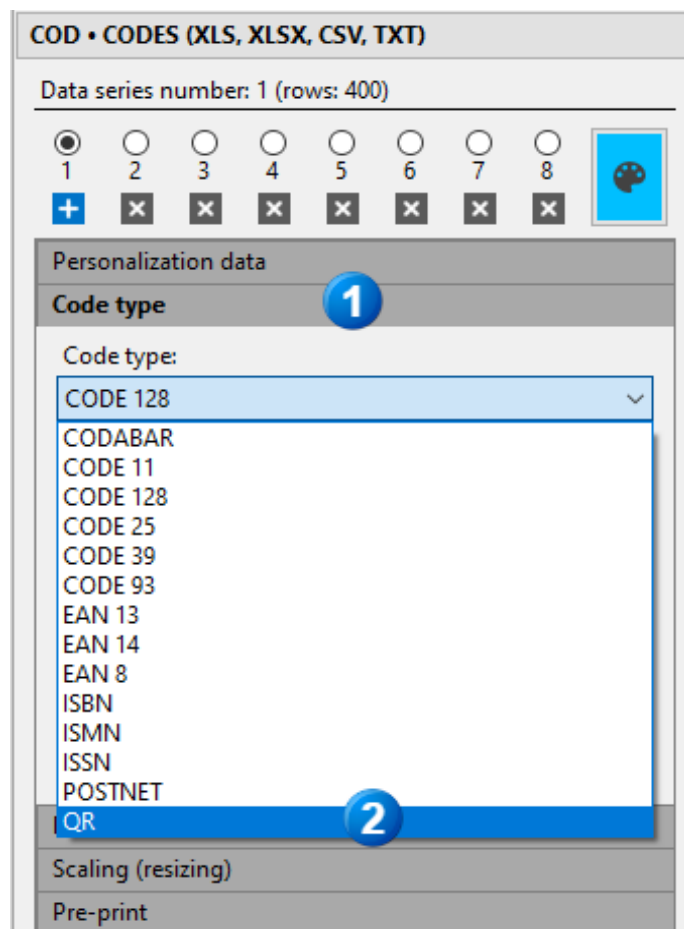
Data from *txt* or *x/s* files can be encoded. Each line from a *txt* file, as well as each content from a range of imported cells from a spreadsheet, is a separate code.

Data for codes that allow coding of more than one line of text should be imported from spreadsheets.

Select the "Edit Row" command from the context menu (or double-click on the cell) to get into the edit mode.

Step 11. The personalized badge has one QR code in which the name of the conference participant is encoded. The data is imported from the *personal-data.xls* file, from the column where (in an earlier step of the task) the first name and last name were combined into one string of text.

When the data is imported into the table, use the **[1]** dropdown list to choose the code type **[2]**.



NOTE. The Personalizer program DOES NOT validate the data entered by the user to generate codes. The code generators used in the program only report errors of type mismatch or missing data to be encoded, and do not check for syntactic correctness.

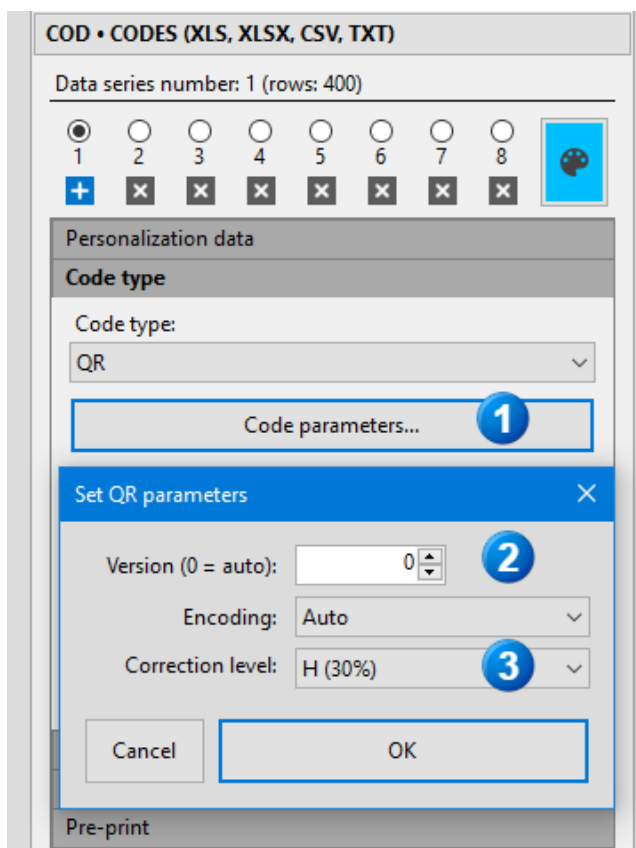
Example. The ISBN code generator will generate a code for any given combination of digits, but it will not always be the correct ISBN code. The correct code begins with the sequence of digits 978, 97910, 97911.

In the **Code Type** subpanel, we can additionally specify the color of the code and its parameters, which are set in a separate dialog box invoked by pressing the *Code Parameters* button.

The size of the code before it is placed on the background is known only to a limited extent, since the size of the code often depends on the amount of data being coded. Any resizing of the code is done via the **Scaling** subpanel.

As in the **RAS** and **PDF** panels, if both values in the **Scaling** subpanel are 0 mm, the codes will be placed in the default sizes derived from the amount of data to be encoded and from the parameters. If only one of the sizes is larger than 0, the other will be scaled proportionally. When both values greater than 0 are entered, the code sizes will be overwritten by these values.

Step 12. Call up the *Code Parameters* window [1]. Set the code version 0 (auto) [2] and the QR code parameters to 30% correction [3].



Pre-print

Add pre-print
 Margins (Left, Right, Top, Bottom) [mm]:

 Outline thickness [mm]:

Colored pre-print
 Pre-print fill color:
 C0 : M0 : Y0 : K0

Outline behind fill
 Pre-print outline color:
 C0 : M0 : Y0 : K0

Using the **Pre-print** subpanel, draw a pre-print under the QR code that is larger than the code by 3 mm on each side.

Scaling (resizing)

Width H [mm]:
 Height V [mm]:

If H = 0, then V is computed proportionally. If V = 0, then H is computed proportionally.
 If H = 0 and V = 0, then the size does not change.

In the **Scaling** subpanel, set the code size to 34x34 mm. The result is a square with a side of 40 mm ($34+3+3=40$).

Enter the coordinate values for the top left node of the code (X=10, Y=95) and lock its position.

The screenshot displays a software interface for designing a conference badge. The main workspace shows a badge layout with a photo of Austine Brahan, her name, contact details (COUNTRY: Japan, EMAIL: abraham0@java.com, PHONE: 954 374 4764), a QR code, and the event title 'BLUE COLOR ENJOYERS CONFERENCE' and date 'Warsaw, 22 February 2022'. The properties panel on the right is open to the 'Node, coordinates, rotation angle' section. The 'Selected node' is set to 'Top Left'. The 'Selected node coordinates [mm]' are X: 10.0 and Y: 95.0, with a lock icon next to the Y value. The 'Rotation' is set to 0°.

Finally, save the personalization project to update it on disk.

3.8. Personalization by numbers (NUM panel)

This panel does not have a table of personalization data, because the overlaid texts (numbers) are generated automatically when creating subsequent personalized pages.

The panel also allows you to save the generated numbers to a text file. This function can be used, for example, to prepare a *txt* file with data for the **COD** panel.

The numbering formatting is identical to the other text frames (**XLS** or **TXT**).

An ID number is automatically generated in the personalized badge.

Numbering consists of three digits with a "0" in place of absent digits (i.e.: 001 instead of 1) and the ID phrase is added to the number.

Step 13. In the **Personalization Data** subpanel, set the following numbering parameters: *Start from number: 1, Interval: 1, Minimum number of digits: 3, Padding character, i.e. one that simulates absent digits: 0.* The *Start from number* and *Interval* can take negative values.

NUM • NUMBERING

Edit data series:

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	2	3	4	5	6	7	8	
<input type="button" value="+"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	<input type="button" value="x"/>	

Data for personalization

Number formatting:

Start from number:	<input type="text" value="1"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
Step:	<input type="text" value="1"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
Minimum number of digits:	<input type="text" value="3"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
Padding character:	<input type="text" value="0"/>		

Save numbers to TXT:

To number:	<input type="text" value="1000"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>	<input type="button" value="Save"/>
------------	-----------------------------------	----------------------------------	----------------------------------	-------------------------------------

Node, coordinates, rotation angle

Text formatting (font, size, color)

Additional options

Pre-print

Additional options

Add phrase to numbers:

Before:

After:

Enable thousand separator

Change the default separator character:

Pre-print

In the **Additional options** the phrase before "ID: " (with space) and the phrase after: "/2022" is added to the numbers.

In the program, there is an option to enable the thousand separator, which is set as a hard space by default.

However, it is possible to use any other character as a separator.

It is most commonly recommended to use the *Four-Per-Em Space* (a space that is 1/4 the size of the font) or the *Hair Space*, which is typically about 1/8 the size. Both of these spaces can be inserted using the appropriate Unicode codes, accessed through the *Character Map* (Menu > Start > Character Map). The obtained character should be copied and pasted into the *Change the default separator character* field.

Text formatting (font, size, color)

ArialMT 52.0

Horizontal spacing [H/1000][-/+:] 0

Vertical spacing [pt][-/+:] 0.00

Outline thickness [mm]: 2.0

Frame width [mm]: 0.0

Text color:
C0 : M0 : Y0 : K0

Outline behind fill

Outline color:
C0 : M0 : Y0 : K100

Set the **Text parameters**: font (ArialMT), character size (52 pt), outline thickness (2 pt), text color (C 0, M 0, Y 0, K 0), outline color (C 0, M 0, Y 0, K 100).

Node, coordinates, rotation angle

Selected node:

Horizontal: Left

Vertical: Top

Selected node coordinates [mm]:

X: 75.0 Y: 135.0

Rotation:

0° 90° 180° 270°

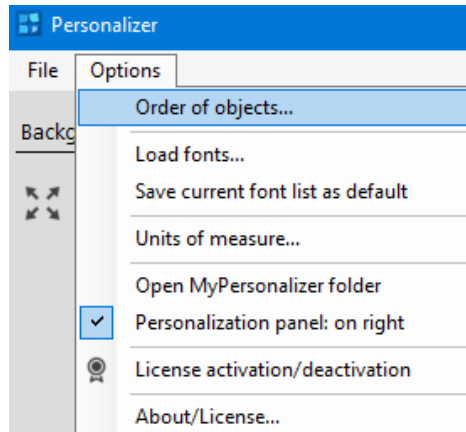
In the **Node, Coordinates, Rotation Angle** subpanel, we set an angle of 270 degrees and enter the coordinate values for the top left node (X=75, Y=135).

Block the location of the ID number and update the project record.

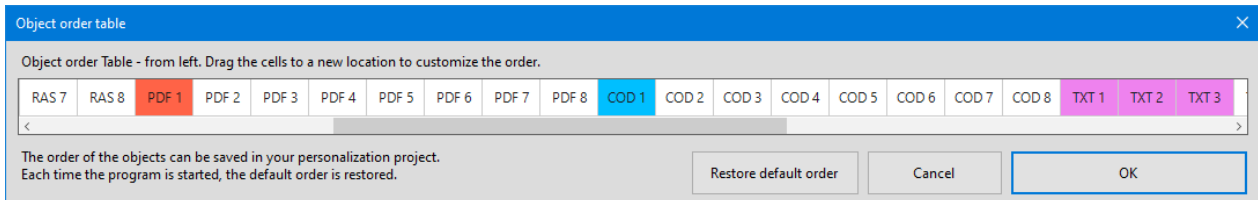


3.9. Sequence of objects to be applied

Objects placed on the background in the same place, are applied according to the order of the panels and series. On the lowest level are the objects from the **FIG** panel, next are the object from the **RAS** panel, and they are followed by: **PDF**, **COD**, **TXT**, **XLS** and **NUM**. This order can be changed and saved along with the project in the *Object Order Table* dialog box.

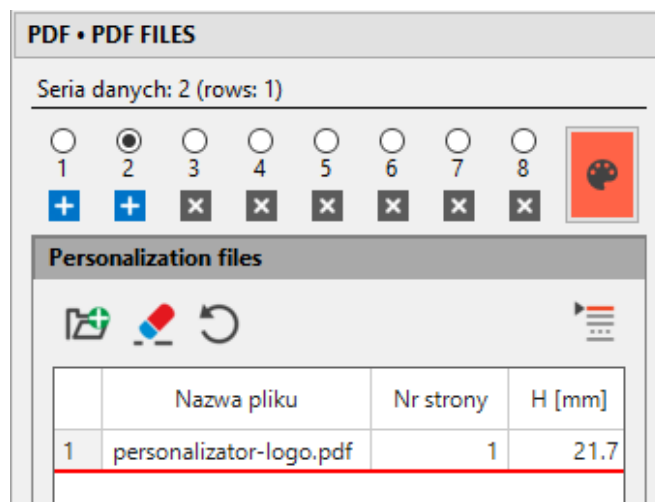


The order (equivalent to layers) is determined by dragging the cell to the right place with the mouse. The lowest are the objects in the data series closest to the left side of the table.

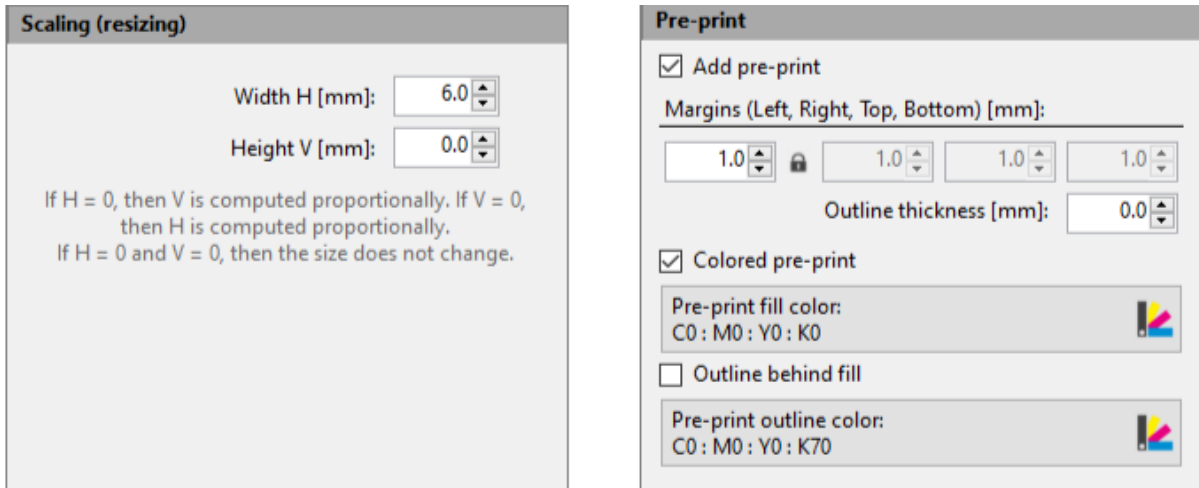


QR code is a type of code characterized by a high resistance to damage. The QR code we placed on the substrate has a correction level of H (30%), and this allows us to try to slightly deform the code while maintaining its readability.

Step 14. In the **PDF** panel, activate the second data series and load the *personalizer-logo.pdf* file into the table. Enable the *First on All* mode.



We set the size of the imported page to 6x6 mm and add a white pre-print 1 mm larger on each side.



Looking at the badge template, we see that a small logo is placed in the center of the QR code.

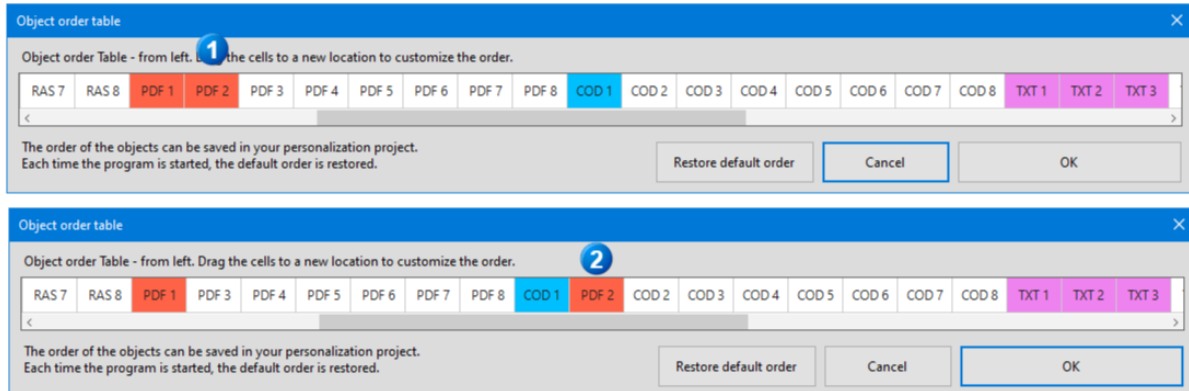
Performing some simple calculations, we will determine that the coordinates of the central node (CC) of the QR code are: X=30, Y=115. We take the same values for the CC node of the small logo. Block the location of the object.

In the actual preview, the small logo is invisible, because the **PDF** panel objects are drawn under the **COD** panel objects. In the simplified view (rectangle-simulated preview), all objects are visible (regardless of the plane on which they are located), as they are drawn as translucent objects. Based on this, it can be concluded that the small logo is in the right place.

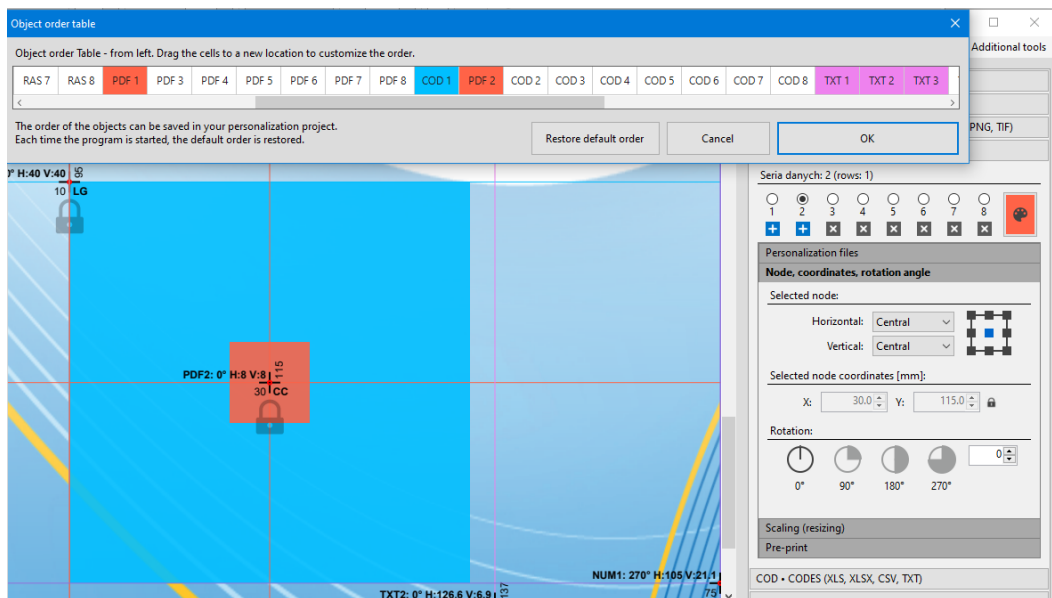


Using the *Object Order Table*, move the small logo over the QR code. To do this, the cell described as *PDF 2* is dragged with the mouse behind the *COD 1* cell (looking from

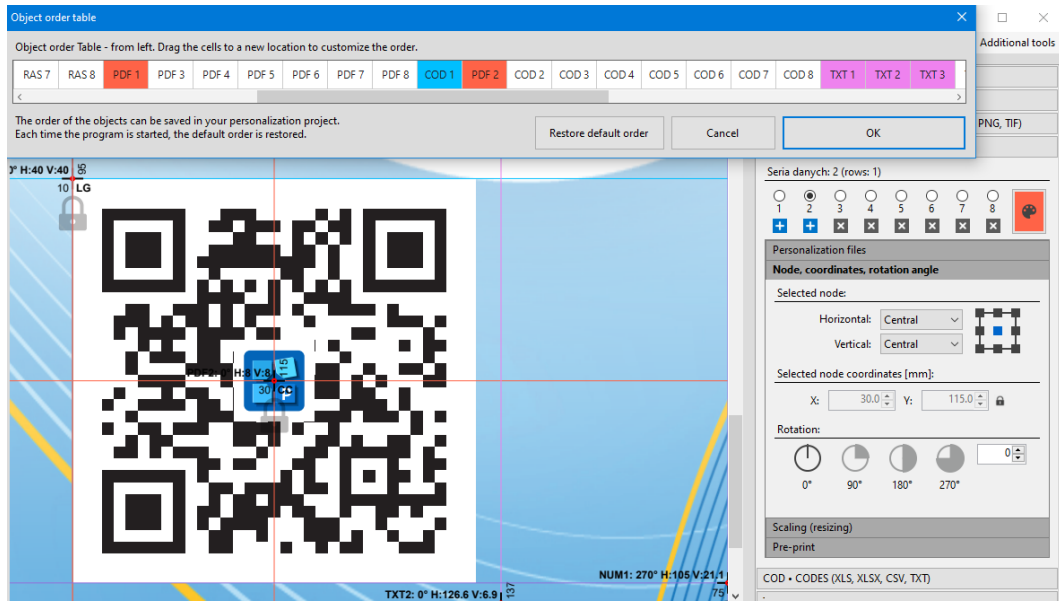
the left side of the table). Now the objects in the *PDF 2* series will be drawn before the objects in the **COD** panel [2].



Simplified view preview.



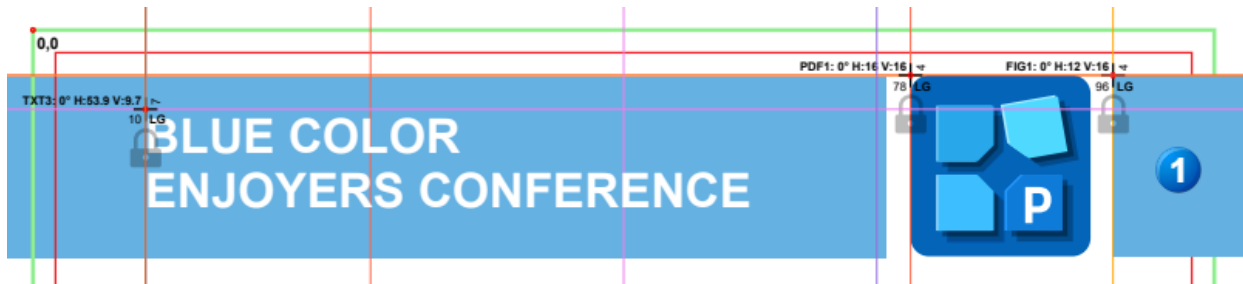
Actual View Preview.



Save the project to update it on disk.

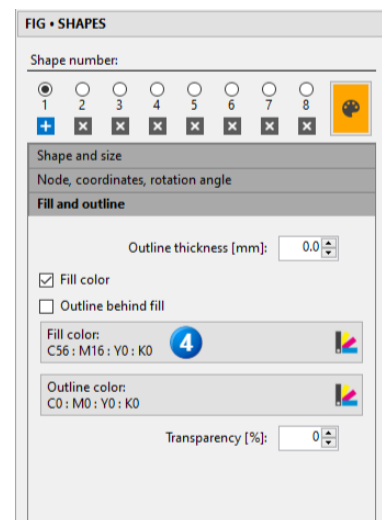
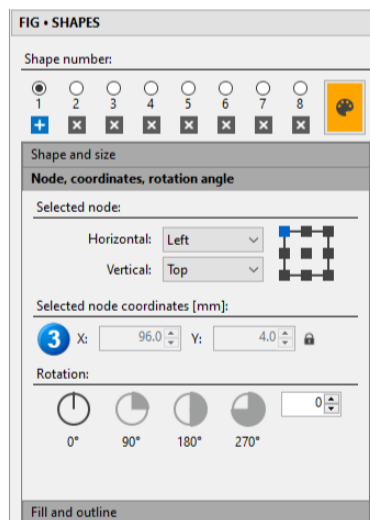
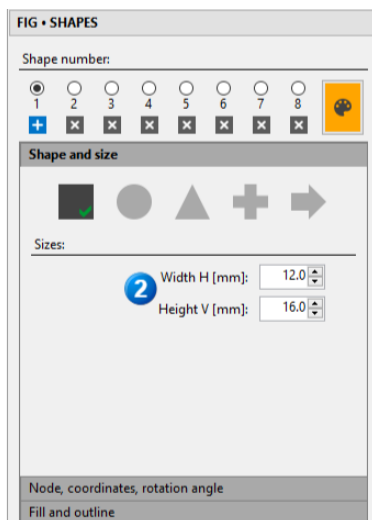
3.10. Personalization with geometric figures (FIG panel)

Step 15. The next object that will be placed on the background will be a colored rectangle drawn in the upper right part of the ID [1]. After activating the data series, select the rectangle drawing tool from the **Shape** subpanel.



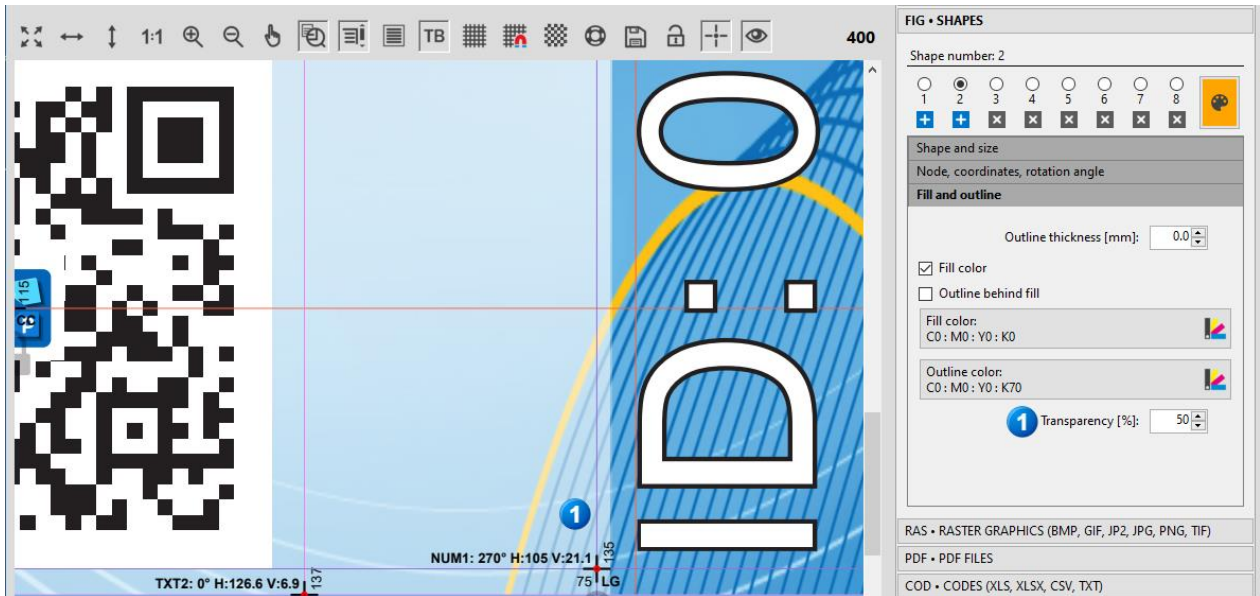
We are given only the height of the rectangle (16 mm), while we need to select the second dimension so that the rectangle crosses the bleed line (in the simplified preview, the rectangle will be drawn in red because the safe margin line has been closed) [2].

Determine the color of the rectangle (C 56, M 16, Y 0, K 0) [3] and the position of the top left node (X=96, Y=4) [4]. Lock the position of the rectangle.

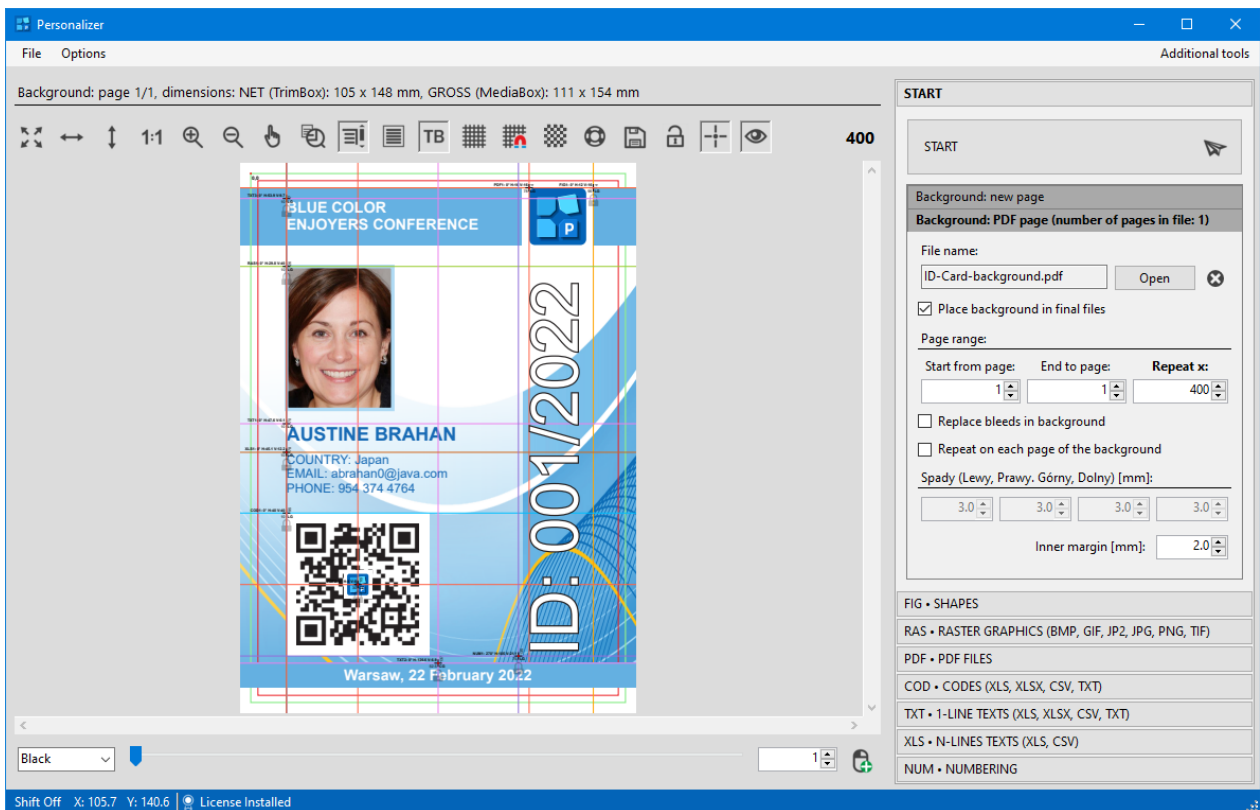


Save the project to update it on disk.

Step 15, optional. The background for the personalization was prepared so that all the texts are legible. However, it may be that the background pattern needs to be further weakened. In this case, for example, you can draw a large white rectangle (H= 79 mm, V=120 mm) with a transparency degree of 50% [1], which will make the background pattern less clear and the lettering more legible. Enter the position of the coordinates of the upper left node (X=-3, Y=23) and lock the position of the object. Save the project to update the final version on disk.



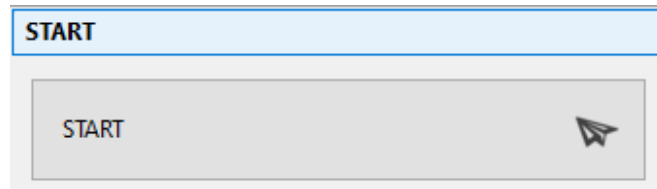
This way the personalization project was completed.



4. Generating files

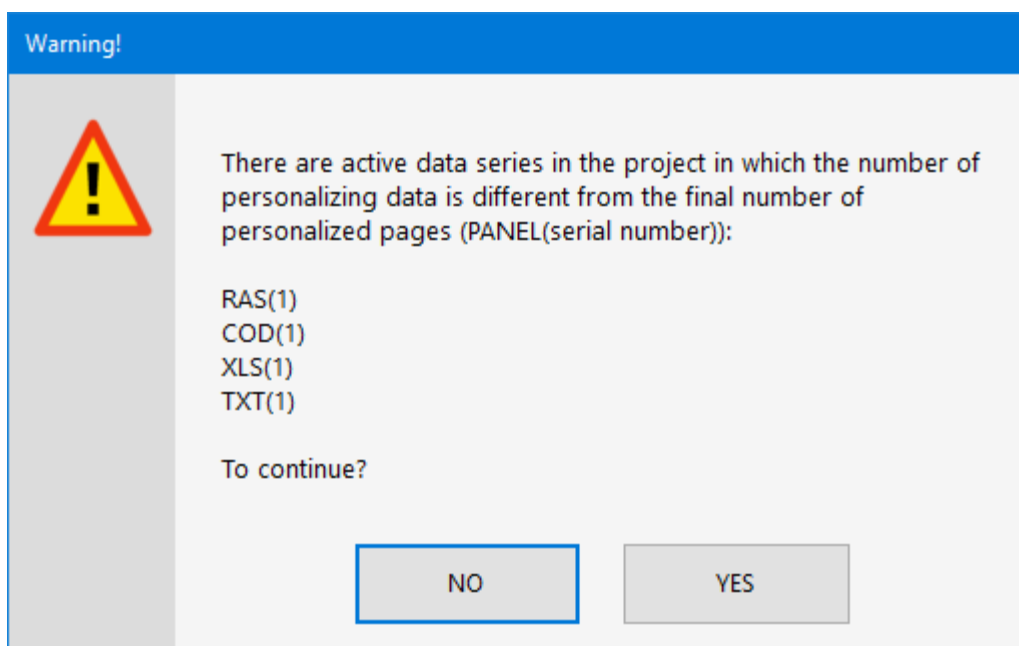
4.1. Generating files

Step 16. Now proceed to generate the personalized pages and save them to disk. In the **Start** panel, press the *START* button.

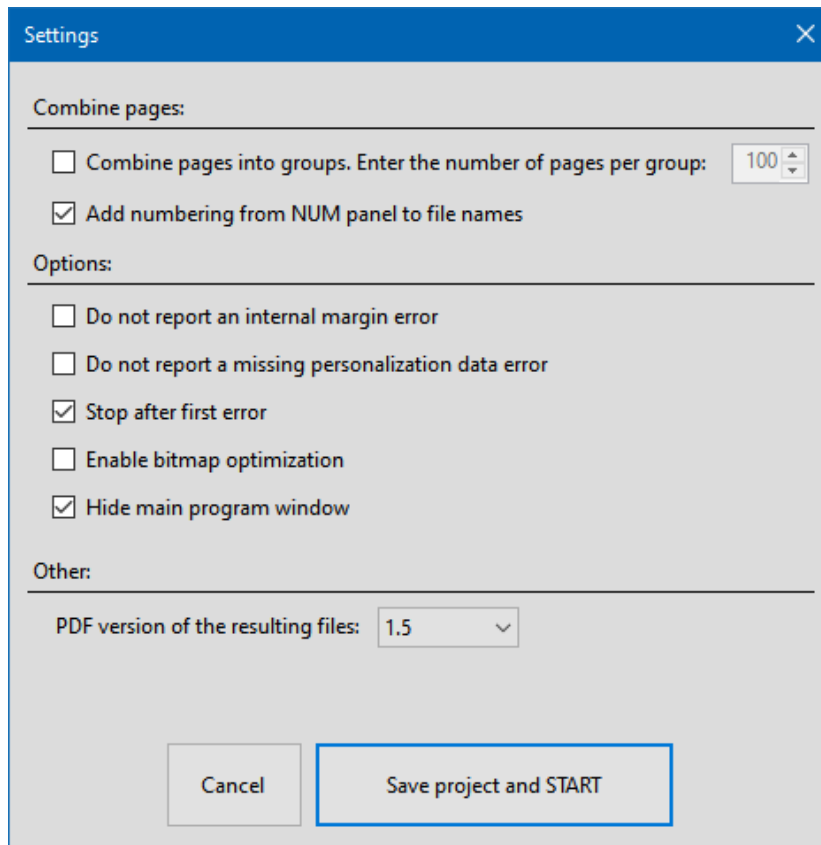


If there are errors in the personalization project, when you press the *Start* button, a window will appear on the screen with a warning about the type of these errors. Then you can decide to continue preparing to generate files, or to improve the personalization project.

The most common errors include the margin error and the error of no data for personalization ("*blank*" line).



Before starting the file generation process itself, we can set additional options.



If the same bitmaps are used repeatedly in personalized backgrounds (panel **RAS**), enabling the *Enable bitmap optimization* option can reduce the size of personalized files (measured in bytes).

Task completion. Personalized pages will be generated by pressing *Save project and START*. In the folder with the saved project, a subfolder named **name_PERSONALIZER_ordinal_number** where **name** is the **name** (without extension) of the project, and **ordinal_number** is the sequential numbering of the folder.

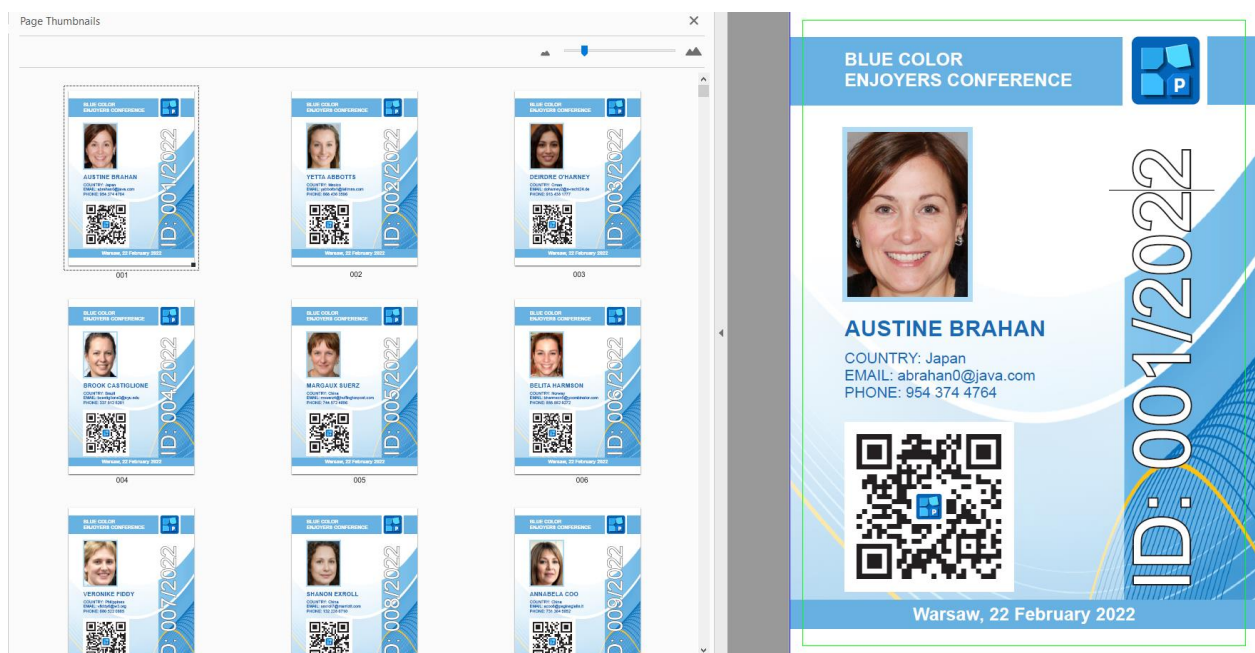
Each time you press the *Save Project and START*. key causes a new subfolder to be created. If there is already a subfolder in the project folder, e.g., *badge_PERSONALIZER_1* (where *badge* is the *badge.pers* project name), then another subfolder will be created with the name *badge_PERSONALIZER_2* and so on.

The personalized PDF files are saved in the created folder. Information about the number of pages in the file is added to the file name in the form of a range, for example: *test_001_100.pdf*.

If a multi-page PDF file is used as a background and the option *Repeat all elements on each page of the PDF* is selected, the file name will include information about the number of repetitions, such as *test_351_450_x6.pdf* for a background file with 6 pages. The total number of pages in the resulting file is the number of pages in the range multiplied by the number of repetitions.

If the number of pages in a group is 1 (single-page files), the file names do not contain a page range, but instead contain a consecutive number (e.g. *test_034.pdf*). They may also contain information about the number of repetitions (e.g. *test_034_x6.pdf*).

If the personalization contains active numbering and the *Add numbering from the NUM panel to the file names* option is enabled, information about the first and last number (from the first active numbering in the **NUM** panel), preceded by the letter *n*, will be added to the file names instead of page numbers. For example, *test_n351_n450.pdf* instead of *test_001_100.pdf*.

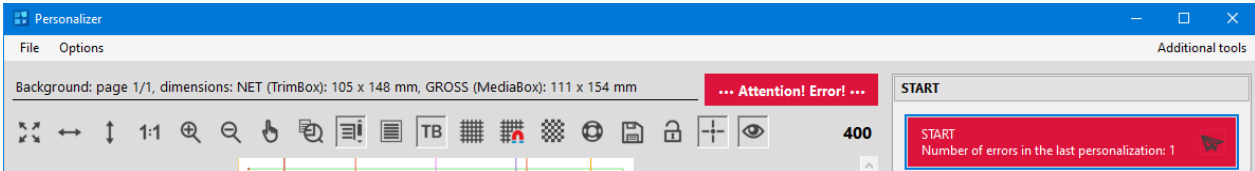


Imposition of the generated files should be done in a so-called stack, which allows them to be easily arranged in order from the first to the last one.

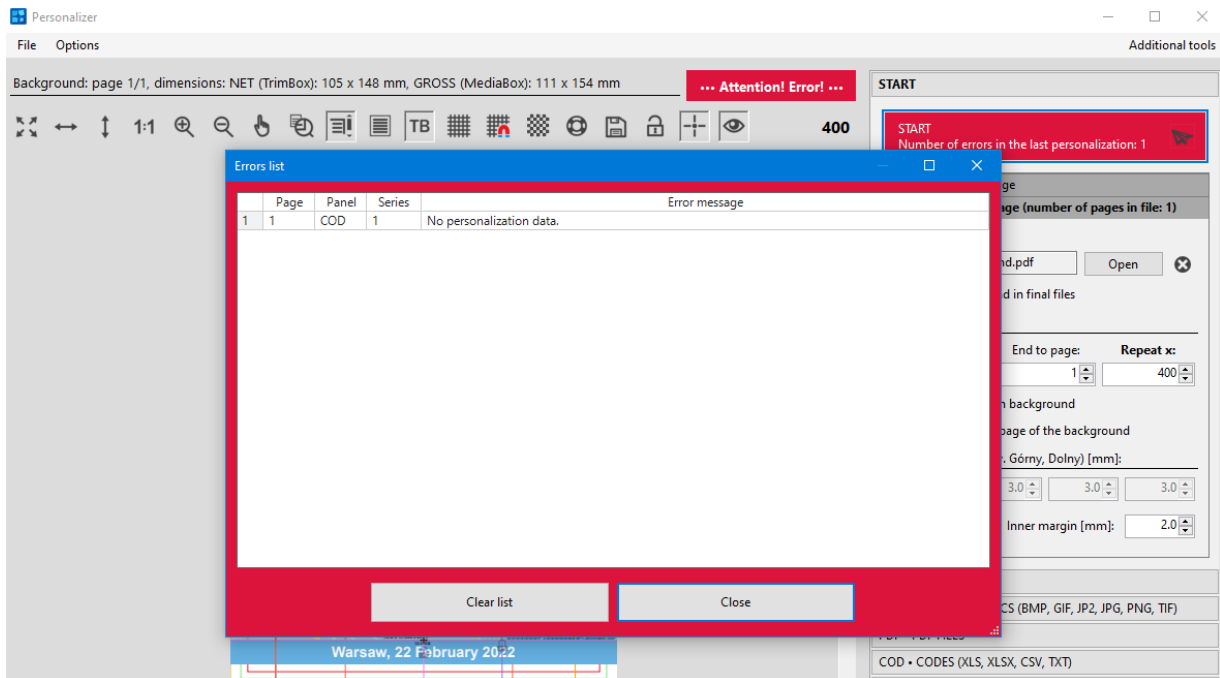
4.2. Personalization errors

At the design stage, most of the possible errors (e.g., a missing pdf page, a missing file, a margin error) are not reported.

The occurrence of an error during design is indicated by a message with red text.



Clicking on this message will bring up a dialog box on the screen with a list of errors. Note: the list of errors does not clear automatically, that is, it is possible that the list of errors will list an error that has already been cleared.

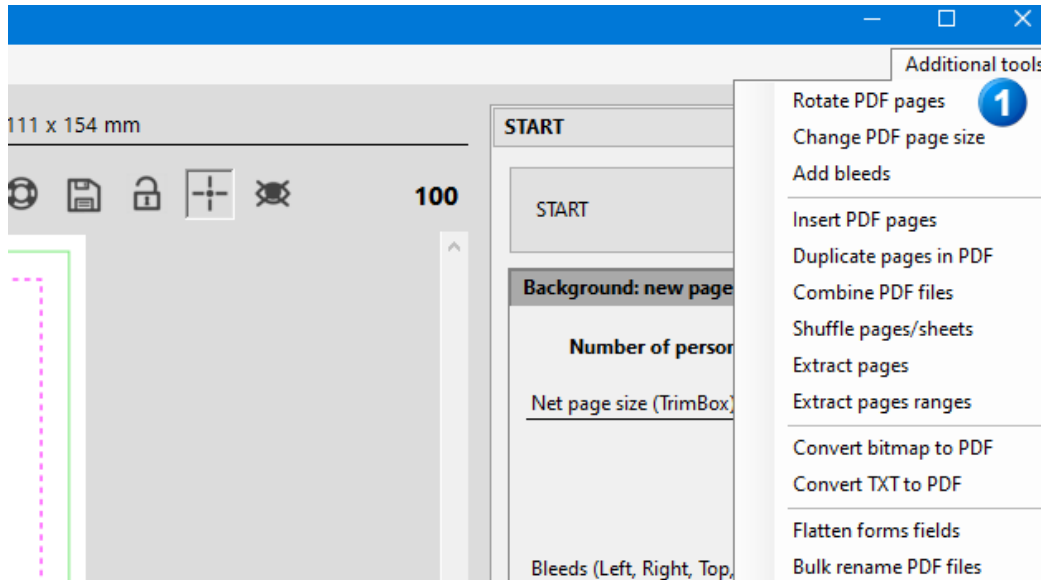


Crossing of the safe margin line by geometric figures (the FIG panel) is not considered to be an error. Information about this is not included in the list of errors, although this state is shown by changing the color of the frame to red.

On the other hand, all errors are reported when personalized pages are saved to disk. Once this process is completed, the generation of a new (subsequent) personalization will not be possible without first clearing the error list.

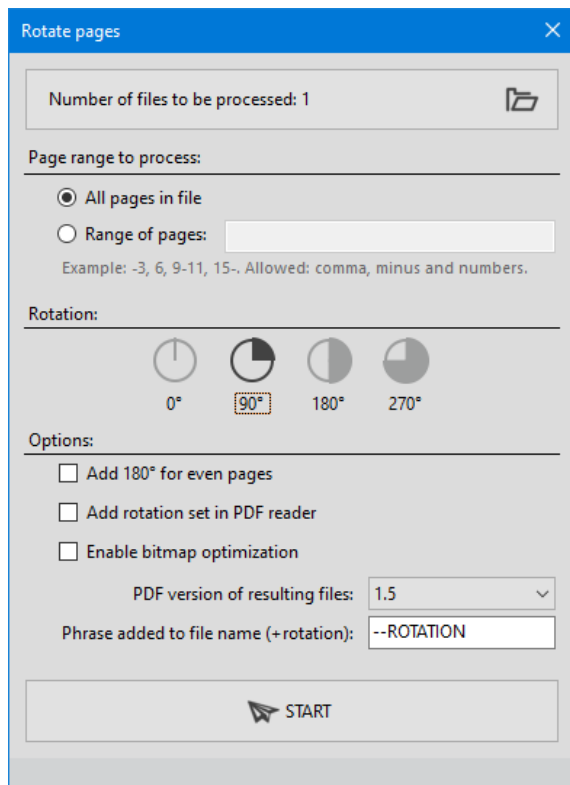
5. Additional tools

5.1. Additional tools available in Personalizer



5.2. Rotate PDF pages

The module is used to actually rotate selected pages in a pdf file.

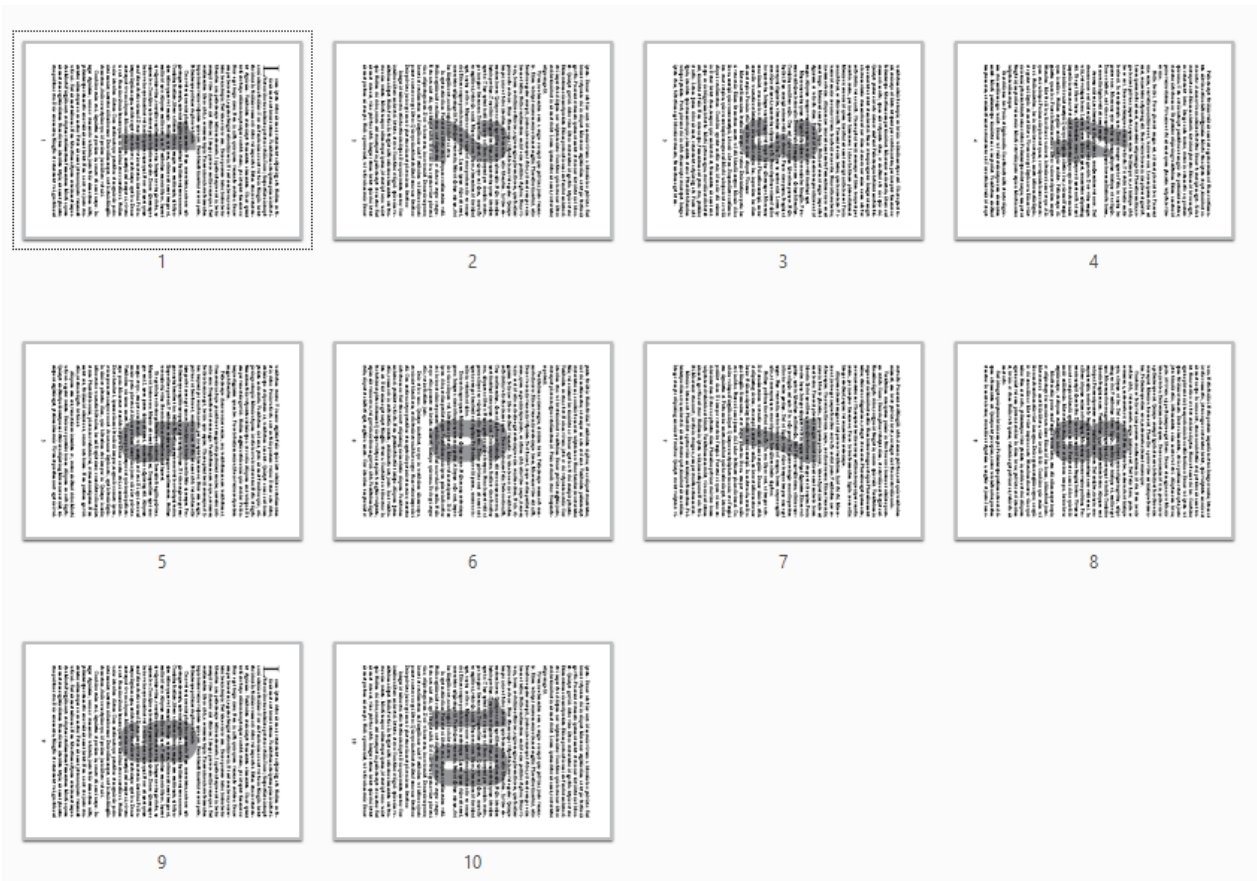


Option *Add rotation set in the PDF viewer*

Pages rotated with the pdf viewer are not actually rotated. The pdf viewer marks such pages with a special marker, which indicates by what angle of rotation the viewer should rotate the page during viewing. The coordinates of the objects on the page remain unchanged. The *Add rotation set in the pdf viewer* options causes this marker to be taken into account when rotating.

If the page is rotated with the viewer, its rotation will be ignored (0-degree rotation will be assumed) if this option is not checked. If the option is checked, the angle of page rotation will be added to the angle of rotation by which the pages in the file are to be rotated.

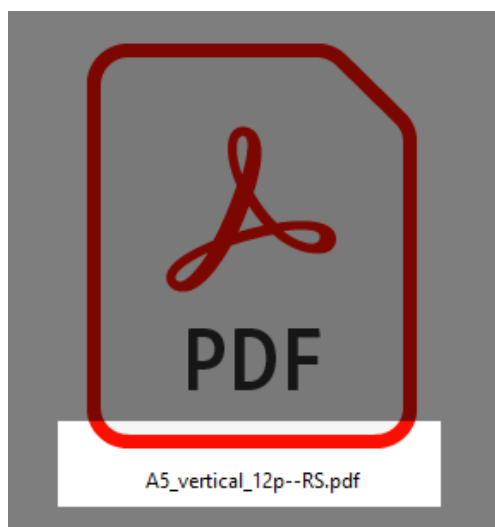
Example: the pages are to be rotated 180°. A page rotated with the viewer by 90° and with the option *Add Rotation set in the pdf viewer* disabled will be rotated by 180° (0°+180°). With the option checked, it will be rotated by an angle of 270° (90°+180°).



Post-processed pdf files have the phrase "--ROTATION +rotation angle" added to the original file name.

5.3. Scale (resize) the page

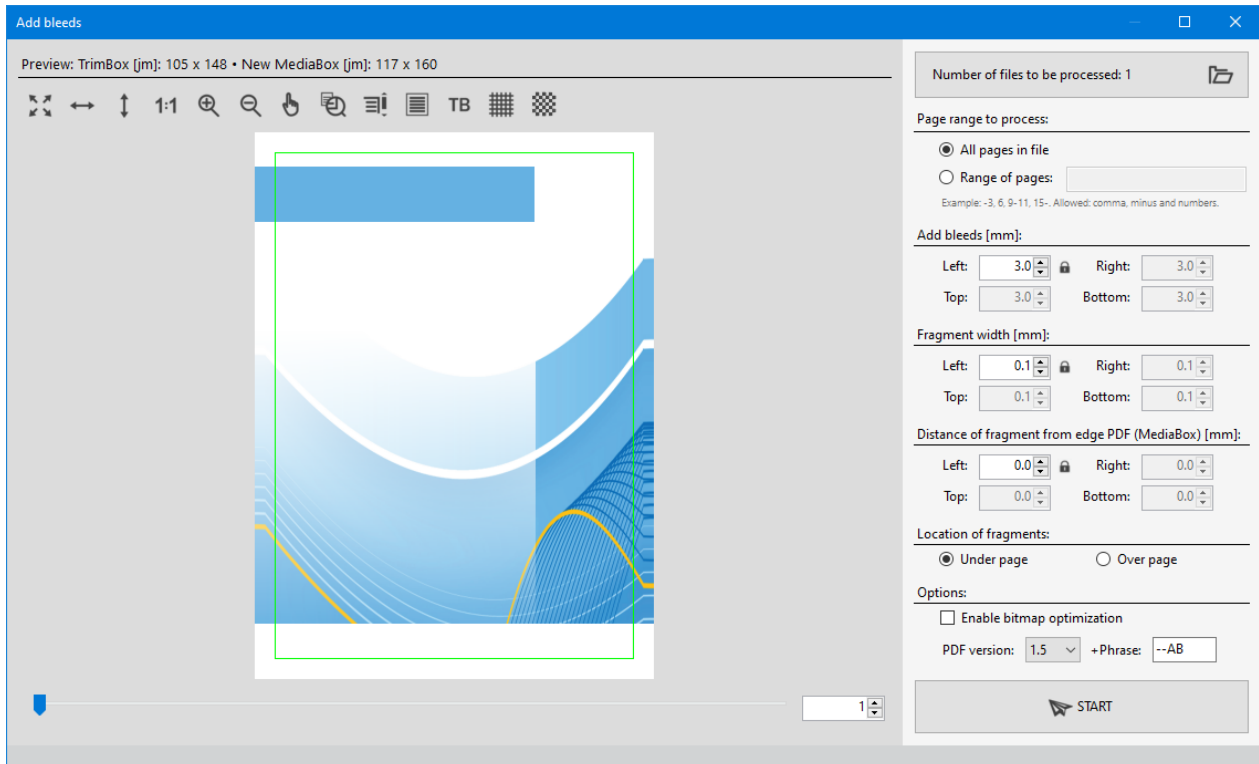
The task of this module is to resize the pdf file. You can specify the size of the TrimBox or MediaBox by specifying a value in mm (all pages in the file will be scaled to the new size, regardless of size, after resizing all pages in the pdf are the same size) or by specifying a new value in % (pages of different sizes in a multi-page pdf continue to be different sizes).



Post-processed pdf files have the phrase "--RS" (Resize) added to the original file name.

5.4. Add bleeds to pdf pages

This module can add bleeds to documents that do not have bleeds. Lack of bleeds is the most common error when generating pdf files sent to printers. It happens even to experienced designers. The use of a module that adds bleeds can save the work of the author in some cases, with whom, for example, there is no contact and it is impossible to re-generate a correct file.



Adding bleeds involves cutting narrow strips from each side of the original pdf and tucking them under the page (or over the page) while stretching (resizing) the strip to the limit of the new size – that is, the “old” size (without bleeds) increased by the new values of the added bleeds.

This way of adding bleeds works only in certain cases – when the objects in the pdf file have edges that come to the edge of the pdf at a 90° angle. In other cases (especially when curves reach the edges), the final result may not be satisfactory.

How does the mechanism for adding bleeds work?

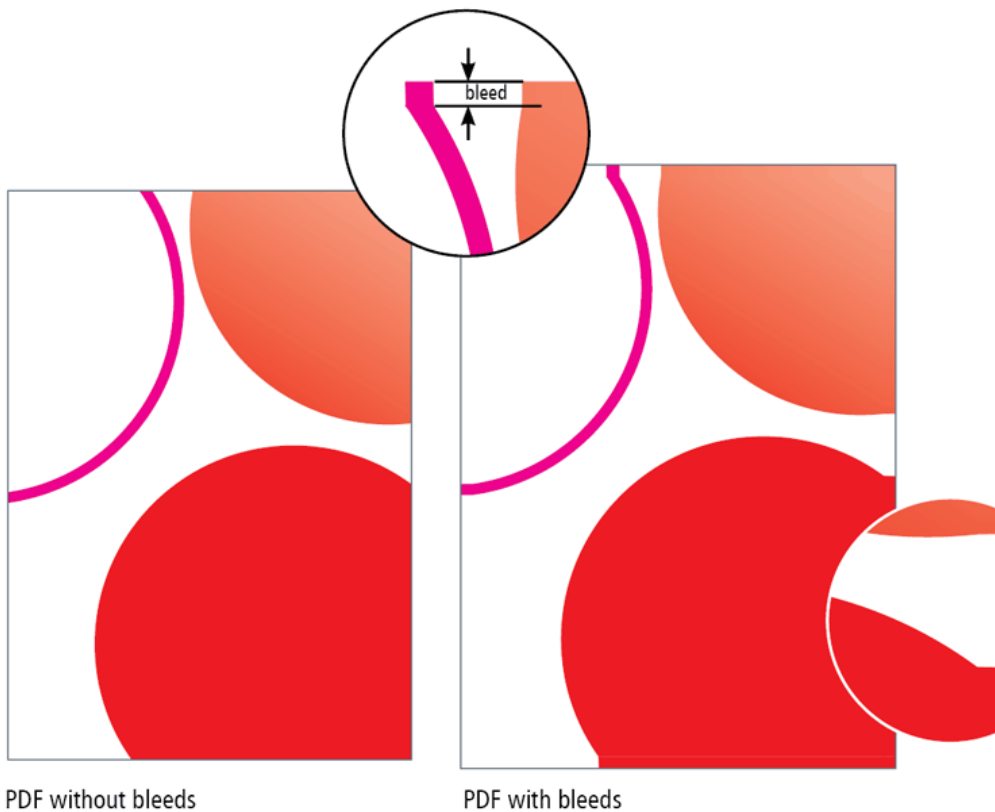
Step 1. A strip of content is taken from each side of the original document with the parameters specified in the “Strip Width” and “Strip Distance from edge” panels – for each side separately.

Step 2. The pdf strip taken in this way is stretched to the border of the gross area (the new pdf size).

Step 3. The action from step two is repeated for each edge and each corner (a corner is the common area of two strips, e.g., the top left corner is the common area of the

left and top strips. The resized corners are placed over the resized strips. The original page image can be placed above or below the strips. There is no rule as to which option is better. It is always better to check both options and choose the better one.

The operation of the Add bleeds tool does not give satisfactory results in pdfs where the objects on the bleed are not perpendicular or parallel to the edges (e.g., curves, gradient fills at an angle).



PDF without bleeds

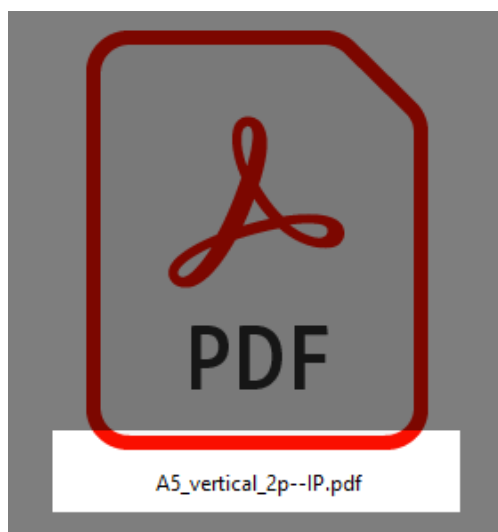
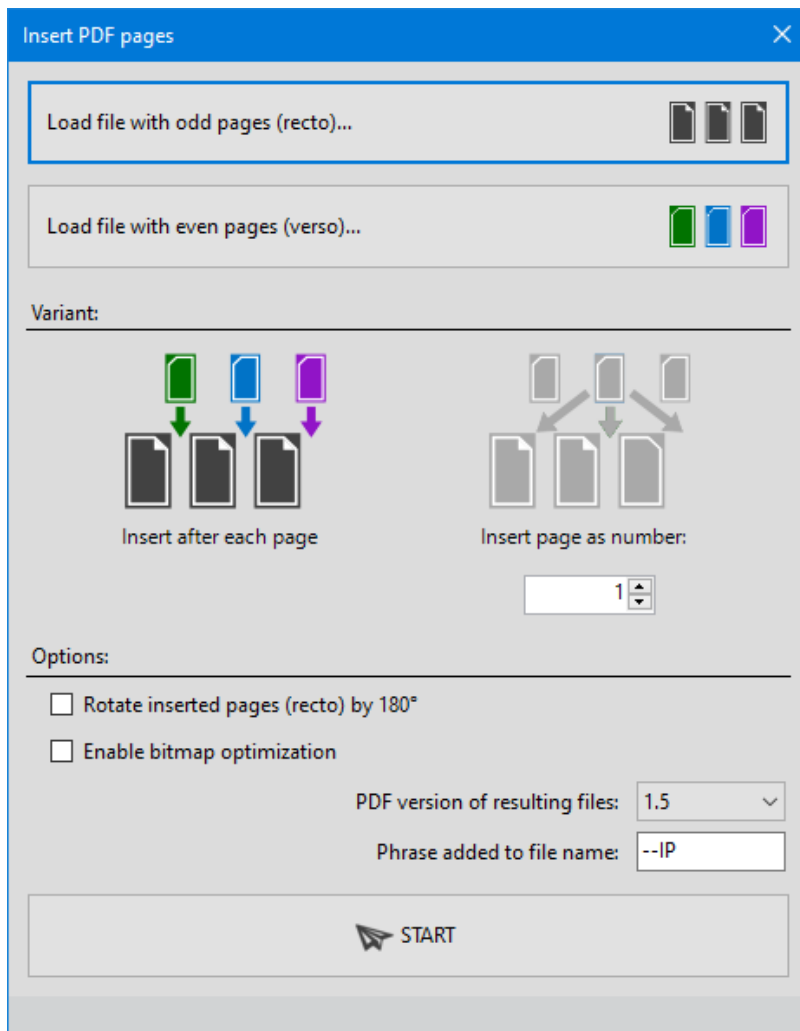
PDF with bleeds



Post-processed pdf files have the phrase "--AB" (Add Bleed) added to the original file name.

5.5. Insert pdf pages

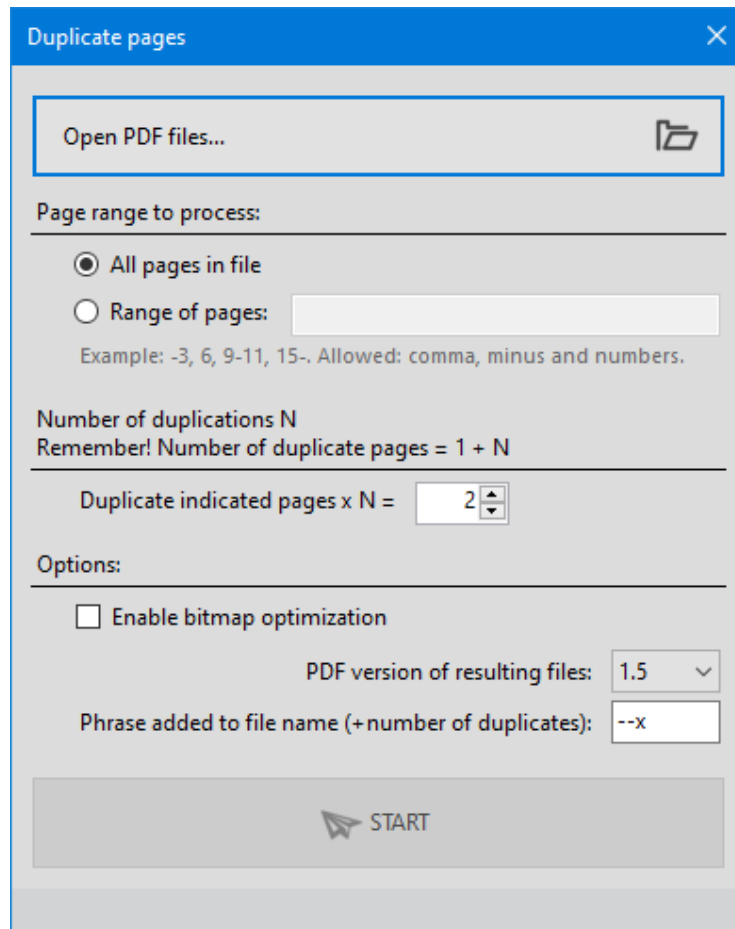
You can use it to create a pdf file with twice as many pages as the original file. In the new pdf, after each page of the pdf file subject to insertion, a selected page (or pages) from another pdf file will be inserted.



Post-processed pdf files have the phrase "--IP" (Inserted Pages) added to the original file name.

5.6. Duplicate pages in the pdf file

Duplicate pages in pdf is a tool that duplicates the selected page (or pages) the indicated number of times.

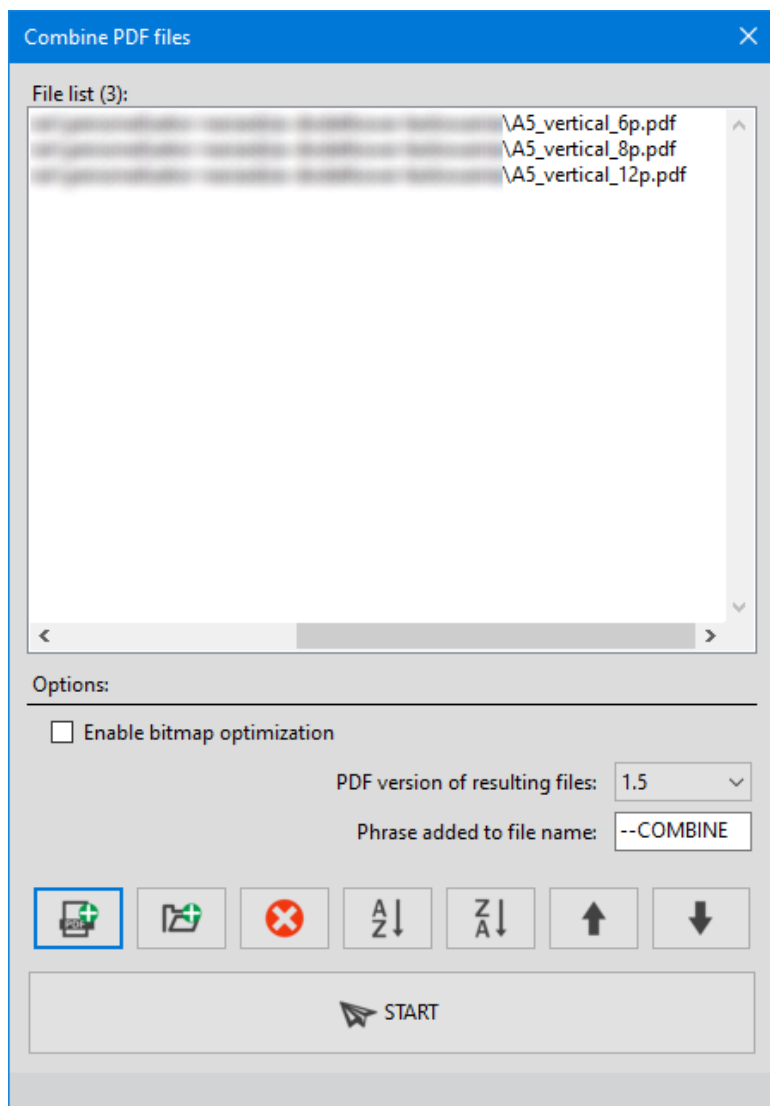


Note: setting the duplication counter to, for example, 7 times will duplicate the page 7 times. The indicated page in the pdf file will occur 8 times (7 duplicates + 1 original).

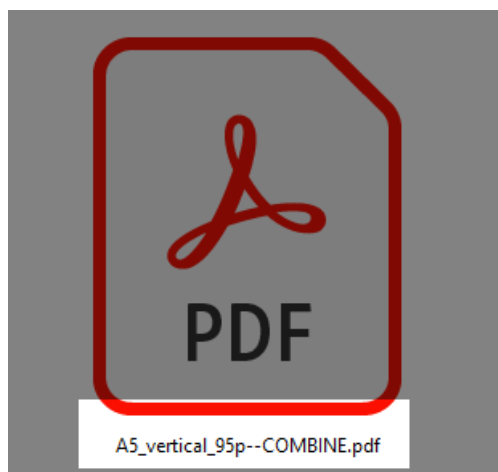


Post-processed pdf files have the phrase "--xN" added to the original file name (N stands for the number of duplications).

5.7. Merge pdf files



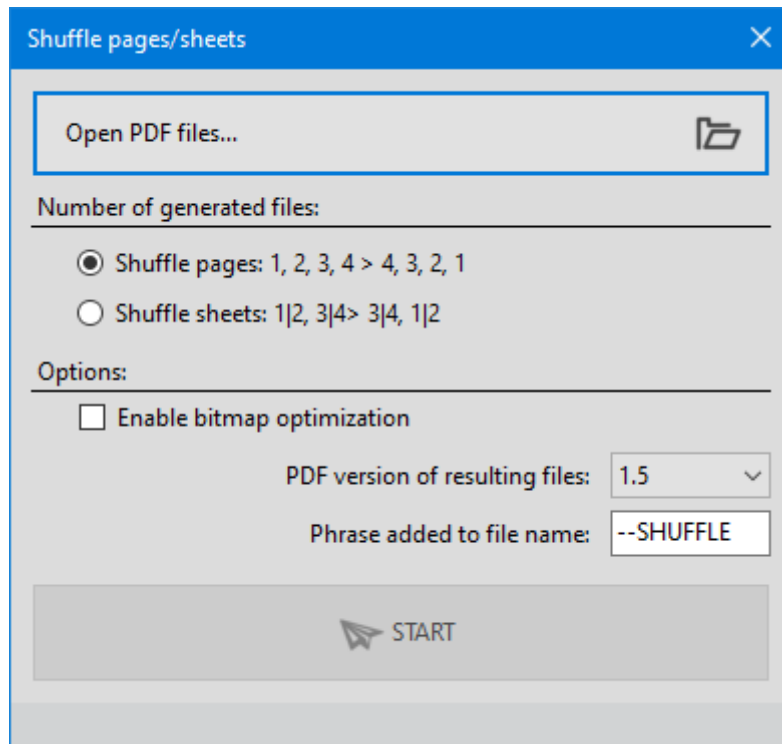
You can use it to combine several pdf files into one file. Files can also be loaded by indicating a folder. All files from the indicated folder will be added to the file list. The order of the merged files can be changed.



Post-processed pdf files have the phrase "--COMBINE" added to the original file name

5.8. Shuffle the pages/sheets in the pdf file

The module is used to change the order of pages in a pdf. It is possible to change the order of pages (e.g., 1, 2, 3, 4 > 4, 3, 2, 1) or change the order of sheets (1, 2, 3, 4 > 3, 4, 1, 2).



Post-processed pdf files have the phrase "--TAS" added to the original file name.

5.9. Extract pages from the pdf file

The module can extract the indicated pages into a new pdf file. Each of the extracted pages can be saved to a separate file or can be combined into one file. You can also force the creation of a new pdf file without the extracted pages. The original pdf subject to processing remains unchanged. In addition, the following are defined for separation at the click of a button: cover and bulk, that is, the first, second, last and penultimate pages in the file, as well as even and odd pages.

Extract pages
✕

Open PDF files...
📁

Page range to process:

Example: -3, 6, 9-11, 15-. Allowed: comma, minus and numbers.

Create a file without extracted pages

Save each extracted page in a separate file

Options:

Enable bitmap optimization

PDF version of resulting files: 1.5 ▾

Phrase added to file name:

--EXTRACT	Extracted pages file
--WITHOUT_EXTRACT	File with no extracted pages
--COVER	Cover
--INSERT	Insert
--ODD	Odd pages
--EVEN	Even pages

➤ START

Options:

Extract cover and insert
➤

Separate even and odd pages
➤

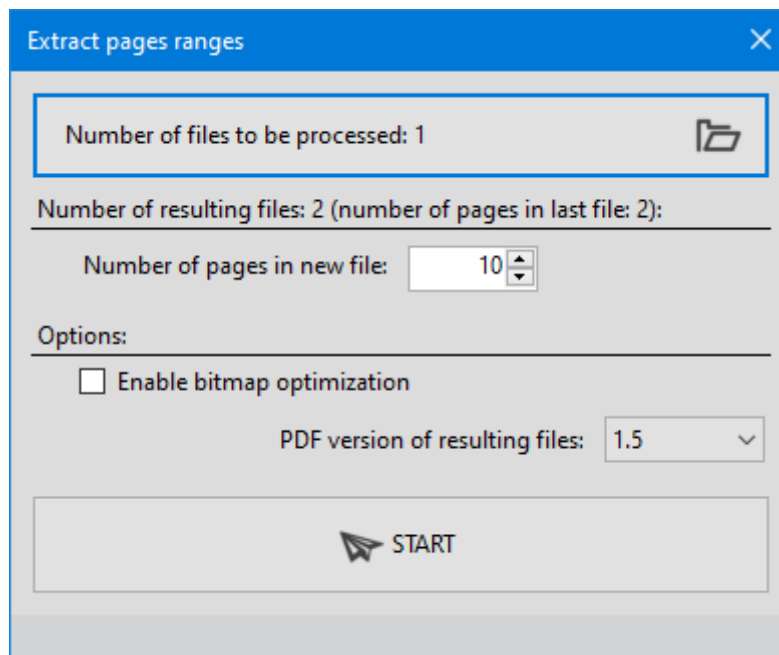
After processing, pdf files have a phrase added to the original file name, depending on the page separation option selected.

For example:



5.10. Extract page ranges from the pdf file

The module divides pdf files into smaller ones with the indicated number of pages.



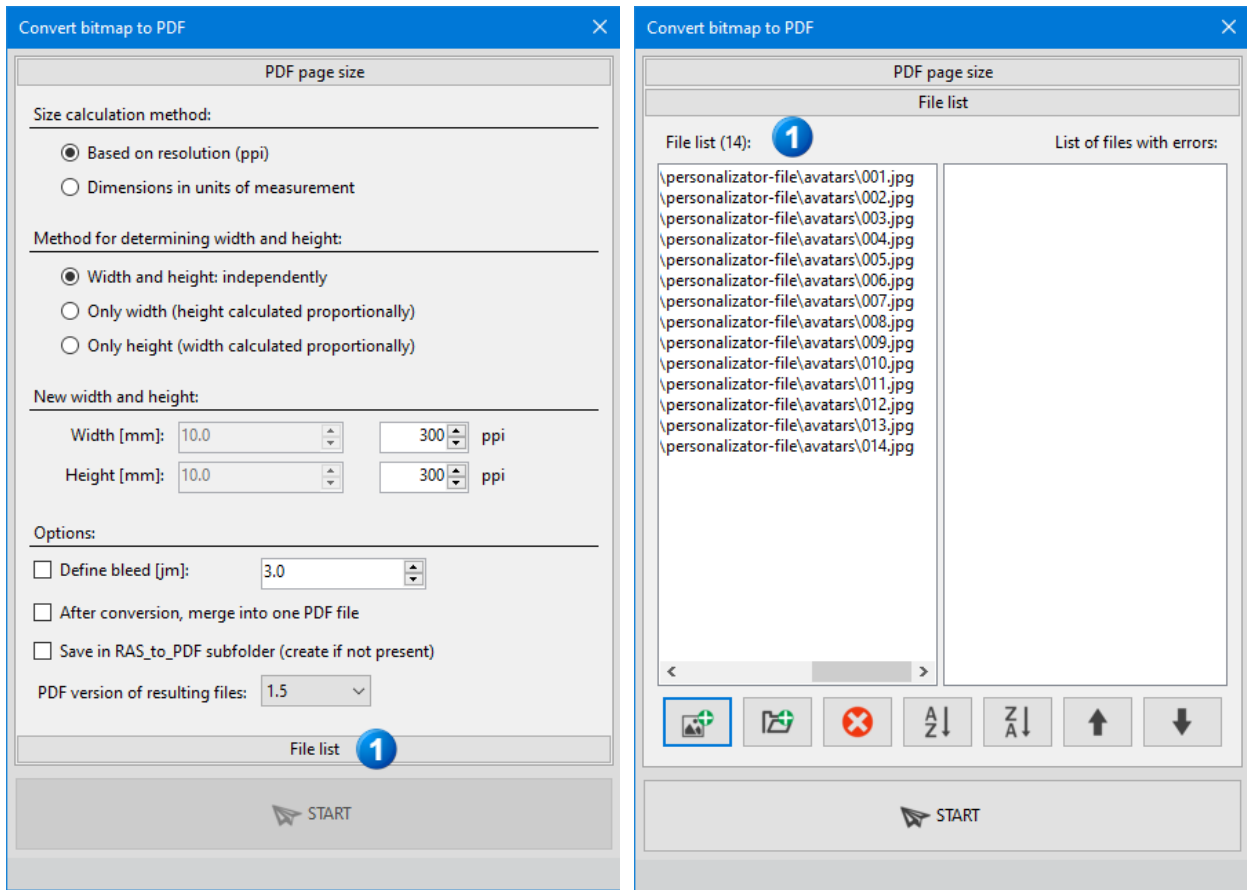
Example. The input pdf file is 95 pages long. You want to create separate, 10-page long files. Using the tool, you will get 9 files with 10 pages each [1-9] and one file with 5 pages [10].



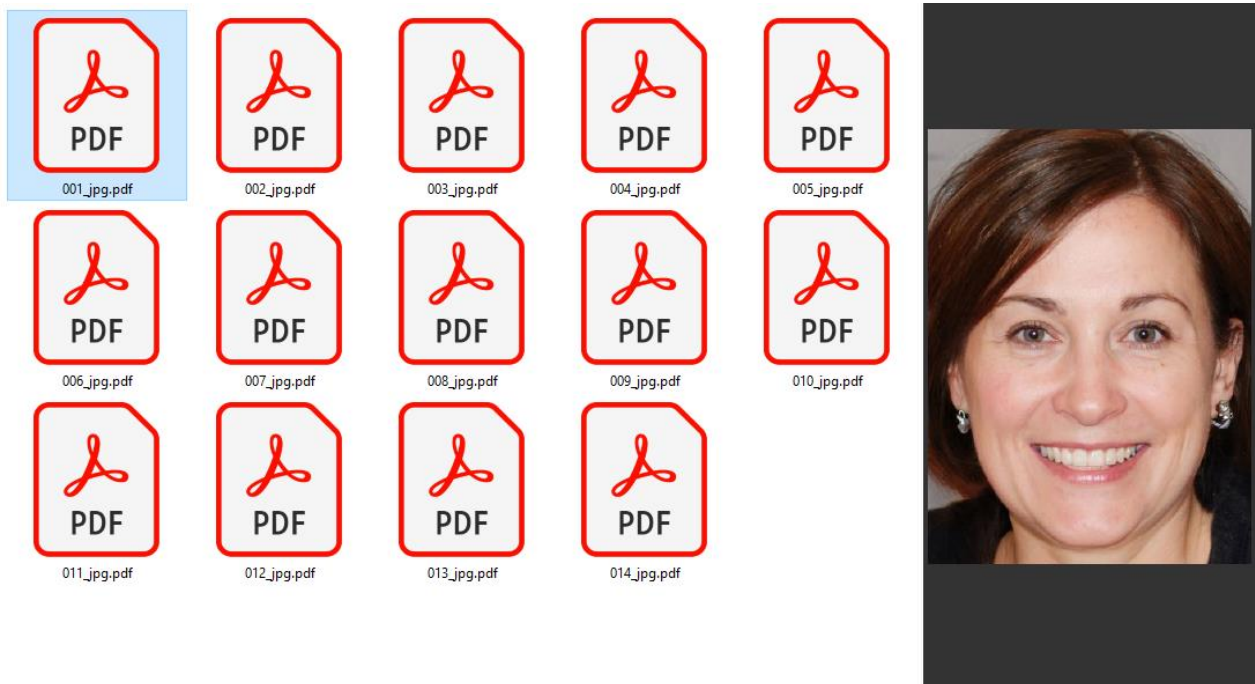
The file naming convention will include the phrase “--N(range-page)”, where N stands for the number of the split file.

5.11. Convert bitmaps to pdf

Convert bitmaps to pdf is a function that is used to convert raster formats (jpg, jpeg2000, gif, png, tif, bmp) into pdf pages. The size of the resulting page can be calculated automatically (based on the resolution of the raster file) or can be entered directly (manually).



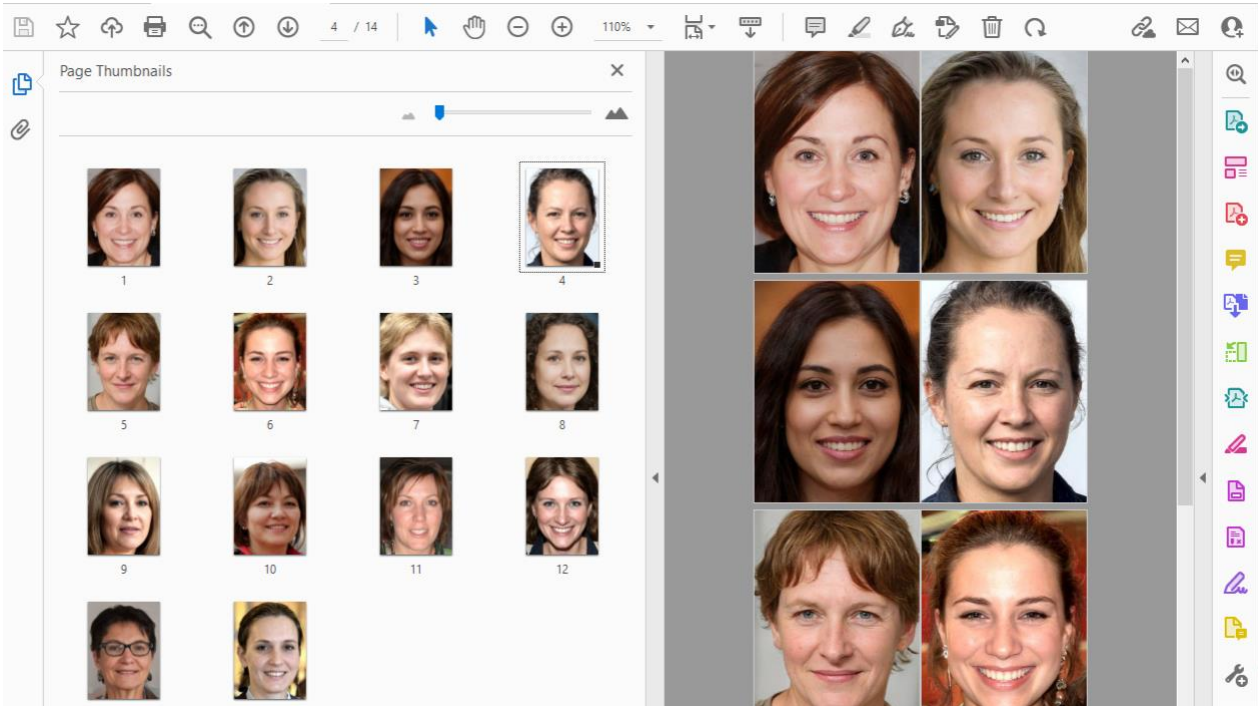
You can convert a single file or all files in the specified folder. In the example below, each bmp file has been converted into a single pdf file.



The generated pdf pages can be combined into a single pdf file.

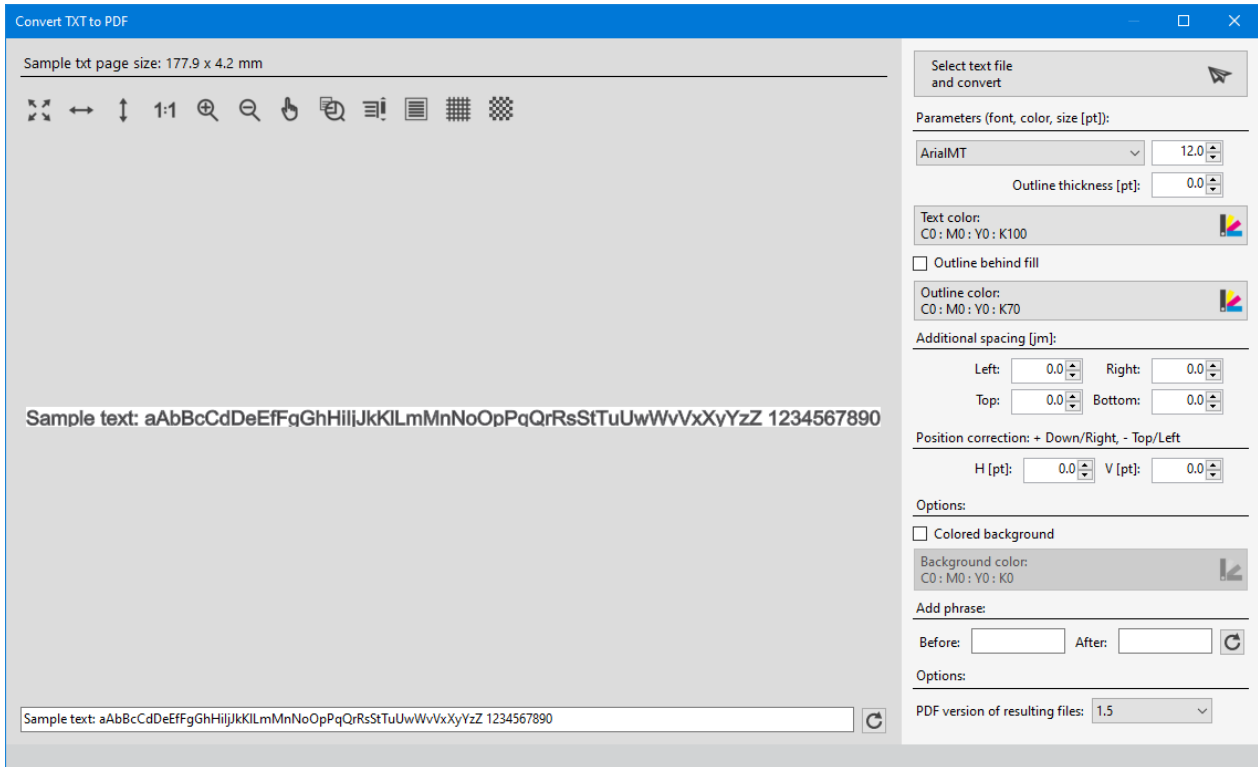
Options:

- Define bleed [jm]:
- After conversion, merge into one PDF file
- Save in RAS_to_PDF subfolder (create if not present)
- PDF version of resulting files:



5.12. Convert txt files to pdf

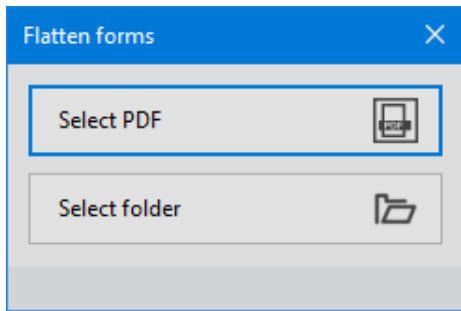
This tool is used to generate a multi-page pdf, the content of which is successive lines of text from the indicated text file. You can define the typeface, color and size of the letters, the background (or no background) under the text, and you can add a phrase before and after the text in each line.



Check that the bottom and top extensions of the letters fit within the pdf page. If not, you need to add spacing and vertically offset the text. For italics, you may need to add spacing after the text.

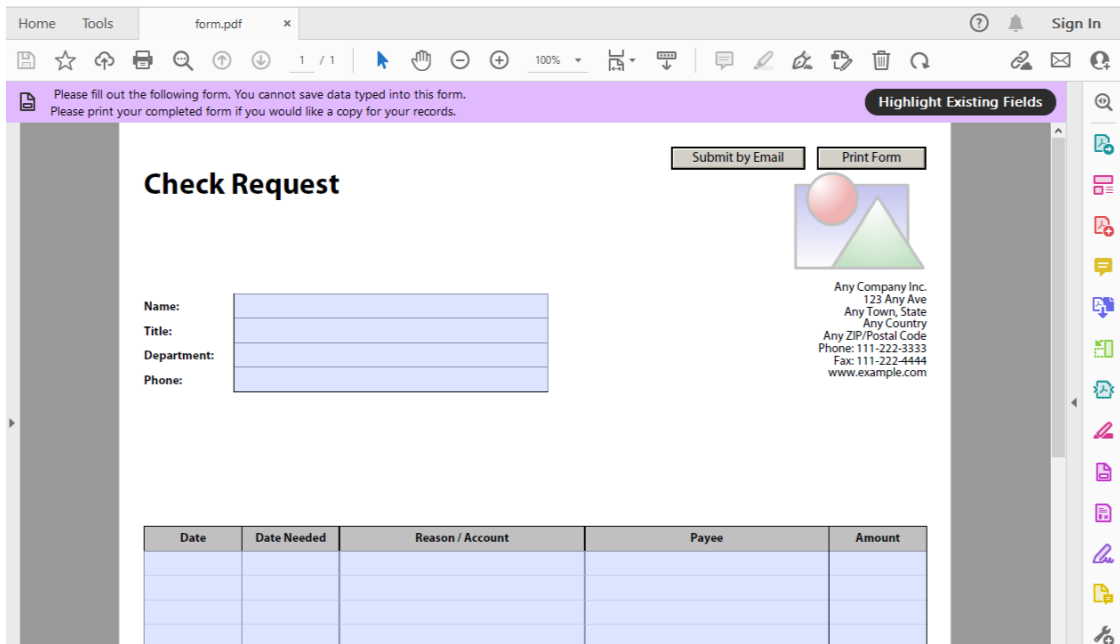
Once the parameters are set, indicate the text file to be converted. The name of the resulting pdf file is the name of the text file, but with the *.pdf extension.

5.13. Flatten the forms in the pdf file

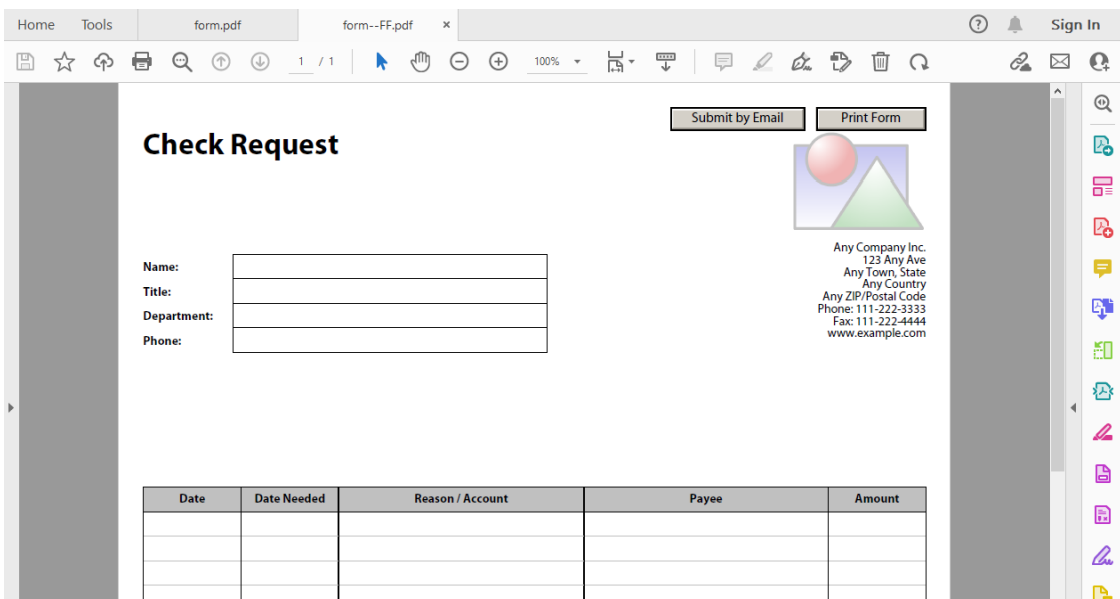


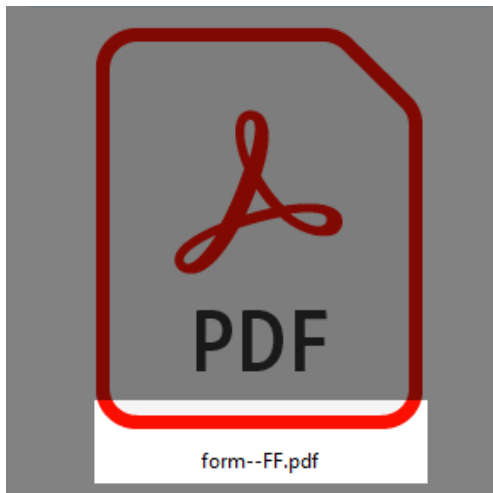
Flatten Forms is a function that creates a pdf file with forms merged with the background if the processed file contains them.

View of a pdf file with active forms.



View of the pdf file with flattened forms.





Post-processed pdf files have the phrase “--FF” (Flattened Forms) added to the original file name.

5.14. Bulk renaming of pdf files

The tool is used to rename pdf files stored in a single source folder. The new file name consists of a *core* [1] specified by the user and a sequential number. Renamed files are saved in a subfolder named *core* created in the source folder.

In addition, files can be grouped into subfolders [2]. The number of files in each folder can be set by the user.

Bulk rename PDF files [X]

Number of files to be processed: 10

Source folder: C:\Users\Admin\Desktop
Destination folder: Source folder + \ABC

New file name:
ABC [1] + "_" + consecutive ordinal number

Options:

Start numbering from: 1 0











Group in subfolders. Number of files in folder: 100 [2]

After processing, delete files from source folder (irreversibly)











START

The new file names are given to the source files in the order they are displayed in the Windows Explorer.

File names before changing

-  asd.pdf
-  bnm.pdf
-  fgh.pdf
-  hgyt.pdf
-  jhg.pdf
-  jkj.pdf
-  lkj.pdf
-  mki.pdf
-  poi.pdf
-  qwe.pdf

Changed file names

-  ABC_01.pdf
-  ABC_02.pdf
-  ABC_03.pdf
-  ABC_04.pdf
-  ABC_05.pdf
-  ABC_06.pdf
-  ABC_07.pdf
-  ABC_08.pdf
-  ABC_09.pdf
-  ABC_10.pdf

**We recommend watching a video
of the various stages of badge preparation.**

