

# How To : Create Print Templates

## Introduction

ID station uses print templates for printing the passport photos. The print template defines the *layout* of the print:

- Number of photos on the print
- Format, size and position
- Logo, background image
- Order number
- Printer and paper size (ID station uses one printer and paper size, so this part is fixed)

### Default print option

When clicking on the Print button, ID station will print the ID photos using the *default print template*. If you want to change the default print template, please read the “*How to : Country Templates Tool*” because the default print template is specified in the country template

### Select another print template

If you want to select another print template, click on *Print Options* button to go the print options window:



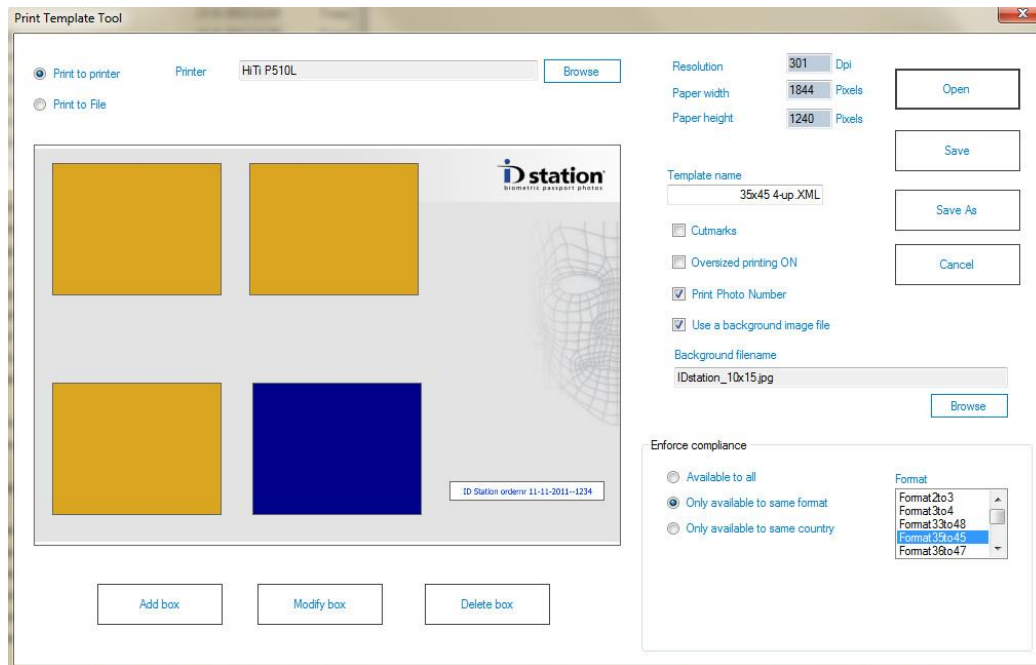
Now choose another template by clicking on the *Previous* and *Next* buttons.

The preview on screen shows *exactly* how the printer will print the selected template. (the selected print template name is shown in the upper left side of the screen).

You can change or add new print templates using the print template tool:

## The Print Template Tool

There is a tool for creating new templates or modifying existing ones. To start this tool, open the *Config Tool* and click on the *Print Templates* button. The tool will start showing this window:



Use the *Open* button to open an existing print template. All print templates being used by the Photomatic software are stored in the folder:

C:\Users\DPS\AppData\Roaming\Photomatic6\Templates\Printer

After opening an existing template the layout will be shown on screen. See the example above. The layout will contain "boxes" which are rectangles that will be filled with the ID photo and optionally a background image. The default background image is just white. The ID station background image is grey and contains the ID station logo.

You can move the boxes, modify them or delete them. You can also add new boxes in any size and format you want. Still the size and format should match the requirements of the country that will use the print template! For example print templates for the USA should have boxes of 2"x2" (format 5x5).

## Options

**Print Photo Number** : You can print an order number on each print. The order number is a unique number generated by ID station for each customer. If you choose to print the order number, you can **drag&drop** the OrderNumber box with your mouse.



ID Station order nr 11-11-2011--1234

**Use Background Image** : You can use a background image file that will be printed as a background on each print. Mark the checkbox and select an image by clicking on Browse.. to select a background image. The default background image is called

*C:\Photomatic6\Templates\Printer\Images\IDstation\_10x15.JPG*

You can create your own background image, using your own logo etc if you like. Open the default background image in Photoshop (or any other photo editor), change the image and save it under another name. Use the same folder though!

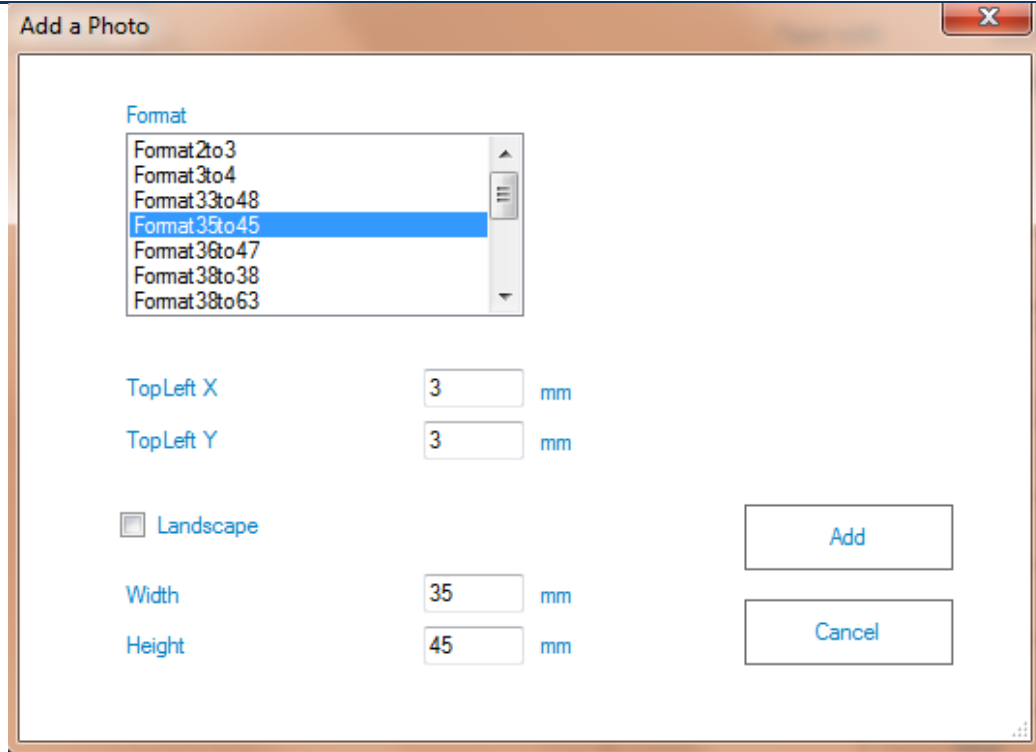
Subsequently, in the print template tool, change the name of the background image to your newly created background image. That's all.

**Oversized printing** : You can use this option to have every Id photo (box) in the layout printed a little bit larger. This option is useful when the ID photos are cut out the paper using a hand cutter. Note that the ID photos are printed a bit larger, but the face size remains exactly the same as shown on screen.

**Cutmarks** : Select this option if you want cut marks to be printed on the edges of every ID photo on the paper. The cutmarks are useful when the background is white and the paper is white too: the cutmarks will show where the edges of the ID photos are.

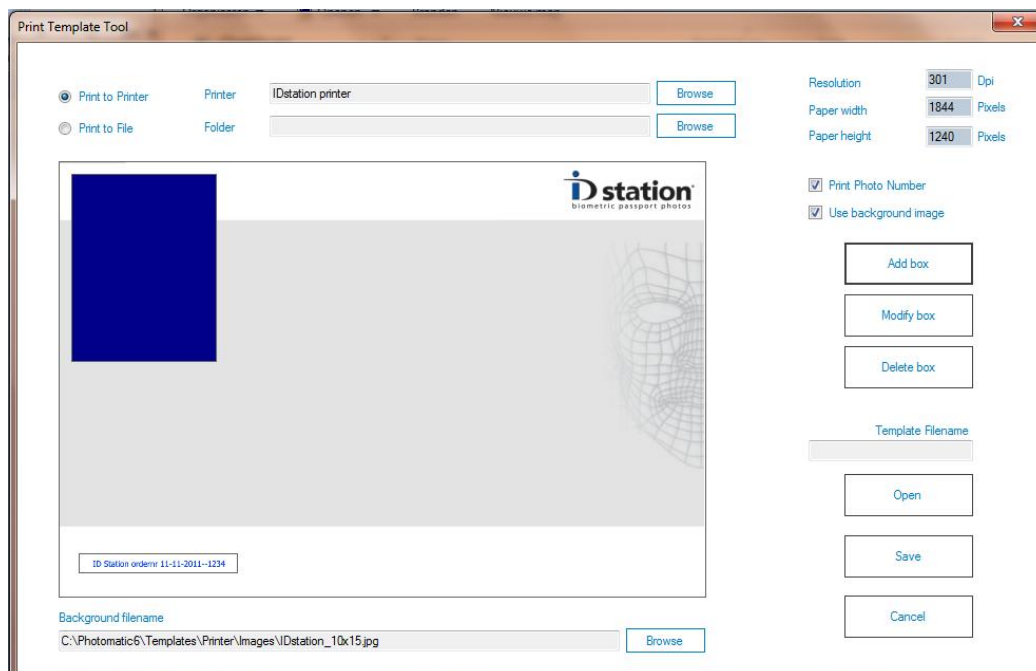
**Enforce compliance** : You can make sure the print template is only available to a country or to a format. This option is important as it will prevent errors or distorted faces. Example: if you are creating a print template for ID photos of 33x48 mm your template should not be available when a user has selected a country using 50x50 sized ID photos.

**Add Photo Items** : Now build up the layout by adding a photo item (box). Click on Add Photo Item. A new window will appear that allows you to define the size and format of the new item:



Select the appropriate format first. Then enter the width of the new item. Enter the width in mm! The height will be calculated by the tool.

If the layout requires the item to be rotated 90 degrees, check the landscape option. Click on Add to add the item to the layout. You will return to the tool window, showing the newly added item in **blue**:



The new photo item has been added to the layout. You can **drag&drop** the item in the layout to any position you want. Best to use a mouse for this.

Repeat this procedure until your layout is ready. Save your new template by clicking on Save. Make sure you keep all print templates in the folder:

**C:\Users\DPS\AppData\Roaming\Photomatic6\Templates\Printer**

*(older versions may use C:\Photomatic6\Templates\Printer)*

You can modify or delete photo items. First click on the item to modify or delete. That item will turn **blue**. Then click on the modify or delete button.

**Print to Printer or Print to File** : Default is to print on the ID station printer. However, you can choose to print to file. This may be useful if you are using a *hotfolder* or printer spooler folder. Set the name of that folder using the Browse button. You can change the default settings for resolution, paper width and height when printing to file. Browsing to select another printer is disabled for ID station, since there is just the ID station printer.