**Using the Layout function to create multiple plates**

1.  In this example, we will layout a plate with dimensions, 3" in width and 1" in length. It will contain 2 lines of text. The first line will be a constant (i.e. The Big Picture) and the second line will be a variable (i.e. the different names). The larger piece of material that we will use to generate our multiple name badges (3"X1") on for this example will be 6.5" X 2.5".

2.  If we intend cutting the badges out on the machine it is advised to move the layout of the badges on the larger piece of material by approximately .125 in the X and Y in order to prevent the cutter from cutting into the metal edge guides. The edge guides are the two pieces of metal, which is situated on the left and front side of the engraving table which acts as a stop for the material, to line it up with the edges of the engraving table.

3.  In the Dr. Engrave program go to File and select Print setup and click on Properties. Type in the size of the larger piece of material that we will lay on the machine, 6.5" width and 2.5" high.

4.  Go to File again and click on New. The New file box appears, click on the New File symbol and activate the Template option at the bottom right of this screen.

5.  In the Template Properties screen type the dimensions Y – 1" and X – 3" and hit OK. Click on View in the Toolbar and select Fit to Screen to enlarge the view.

6.  Now click on the Text Box icon in the toolbar at the top of the screen. This icon is the A (the A with the white box around it). Now draw a rectangle from left to right with this tool selected, try and place the box more or less where the first line is to be placed as this box represents the 1$^{st}$ line. Once the rectangle appears on the screen, (this will be the first text on the plate, i.e. The Big Picture), click the right mouse button and select Properties. Click on Text (next to Text Box) at the top of this screen. In the Text Box Properties screen make all the desired changes, font, height, etc. Click OK when done.

7.  Now click on the "A" icon in the toolbar. To activate the text box you created click on it and you can start typing the text for this line. For example the first line (1$^{st}$ text box) type in "The Big Picture".

8.  Repeat step number 4 above to create the second line of text. We will treat this second line as the line with the variable names (Mark, Janice, etc.). Therefore you need not even type in a name at this point.

9.  Click on File and Save. Name the file and save it. The "Save as Type" should read Dr. Engrave Template (*.det). The file has to be saved at this point in order for it to be recalled again if needed at a later date.

10. Now click on Layout in the toolbar and select Layout Setup. Type in .125 in both the X and Y Origin spaces (explanation, see number 2 above). Type in the quantity of plates (i.e. name badges) required, for this exercise type in 4. Also if you wish to have the machine cut the individual name badges after engraving, turn on the V-Cut option and select a different color than what has been used to design the initial plate. Change the color for the V-Cut to red for this exercise. Click OK.

11. Click on View in the toolbar and select Fit to Screen. You should now see 4 badges with "The Big Picture" on the 1$^{st}$ line, and a blank on the2nd line. Also the .125 spacing can now be seen at the left and the bottom of the layout.

12. Now click on the "A" in the toolbar and click on any 2$^{nd}$ line on any plate, and type the name for this plate. Repeat these steps for the remaining plates.

13. If any adjustments regarding the font, size, etc. is to be made, click on Layout in the toolbar and Edit template, make all adjustments and click on Layout again in the toolbar and select Return to Layout.

14. You have now successfully created a multiple layout.

**Using a word processing database to create text for a Multiple Layout**

1. This function allows one to use any almost word processing software, i.e. Notepad, Microsoft word, Excel, etc.

2. We will use the exact plate sizes as above. And the first line will again read "The Big Picture". And the second line will be left blank again. Proceed up to step number

3. For this exercise we will use Notepad in Windows to create our database for the names. With Dr. Engrave still open, open Notepad by clicking on Start, on the bottom left hand corner and select Programs, then Accessories and then Notepad.

4. Type in four names, i.e., Tom, Richard, Sylvester and Leonardo. Assure that "Enter" is pressed after each name is typed to place them underneath one another.

5. Save the file. Close Notepad. Follow through steps number 11 of the above exercise to create the layout.

6. Click on File and Import Text. Locate the file created in Notepad and double click on it (on the icon not on the name) to open it. The Text import Wizard screen (1/3) appears. At this point you should see the first name (Tom) on the screen and if you click on the Next Record button the next name will appear. Click on Next. This screen (2/3) shows the plate layout. Two text boxes should appear (for this exercise). Click on the name that appears in the text field, and drag it over the

position where you want it placed on the plate. For this exercise it will be the bottom text box. (labeled 2). Click on Next.

7. In this screen (3/3) all the names will appear in a list. Click on Select All and then Finish.

8. Click on View and Fit to Screen. This screen should show four plates with the first line of text as "The Big Picture" and the second line with all the names imported from the Notepad file.