

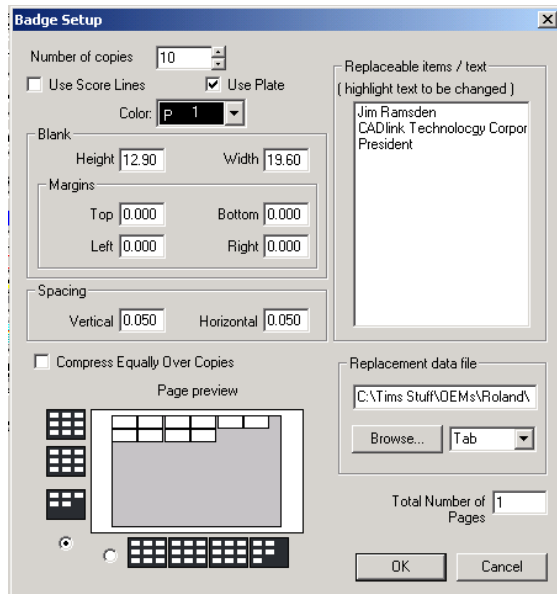
Creating Single Badges per Plate using EZ-Engrave

This tutorial assumes that BADGE.TXT has been saved in the directory called EZ-Engrave on your C drive.

Let's start by opening up the file called **BADGE.CDL** that was created in the previous lesson called "Creating a Multi-line Engraving Plate in EZ-Engrave".

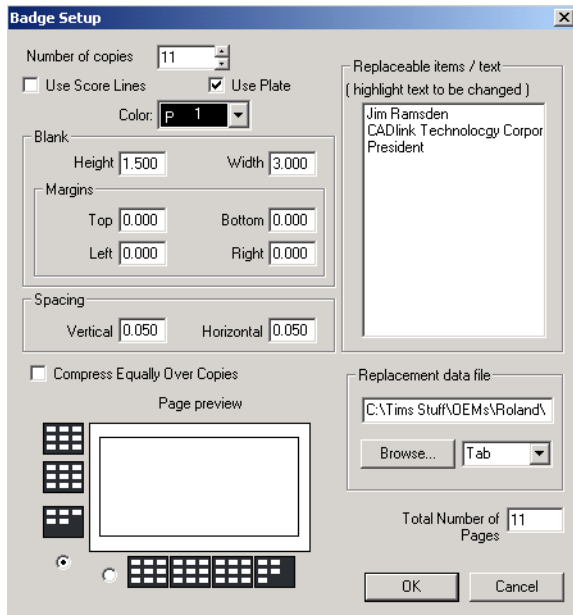
Creating a Single Badge per Plate job

1. From the **Edit** menu, click on **Select All**.
2. From the **Layout** menu, click on **Badges**. The **Badge Setup** window will appear.



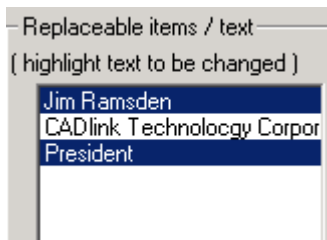
3. Set the **Number of copies** option to 11.
4. If the **Use Plate** option is selected, then de-select it and then re-select it again. Notice that the **Page Preview** is no longer showing multiple badges being generated on a single Blank. The **Page Preview** should now be showing as white.

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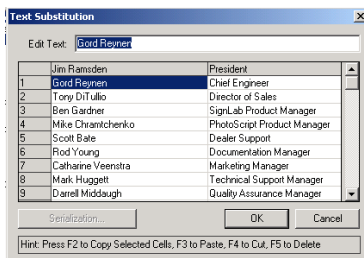


Selecting the **Use Plate** option forces each badge to be generated on a single blank.

5. In the **Replaceable items / text** window, click on the first line of text and then holding down the **CTRL** key on the keyboard, single click on the last line of text. The **Replaceable items / text** window should look like this.



6. Single click on the **Browse** button in the **Replacement data file** section.
7. Locate the file called **BADGE.TXT** in the EZ-Engrave folder. Click on **Open**.
8. Click on the **OK** button in the **Badge Setup** window.
9. The **Text Substitution** window will display. It should look as follows:

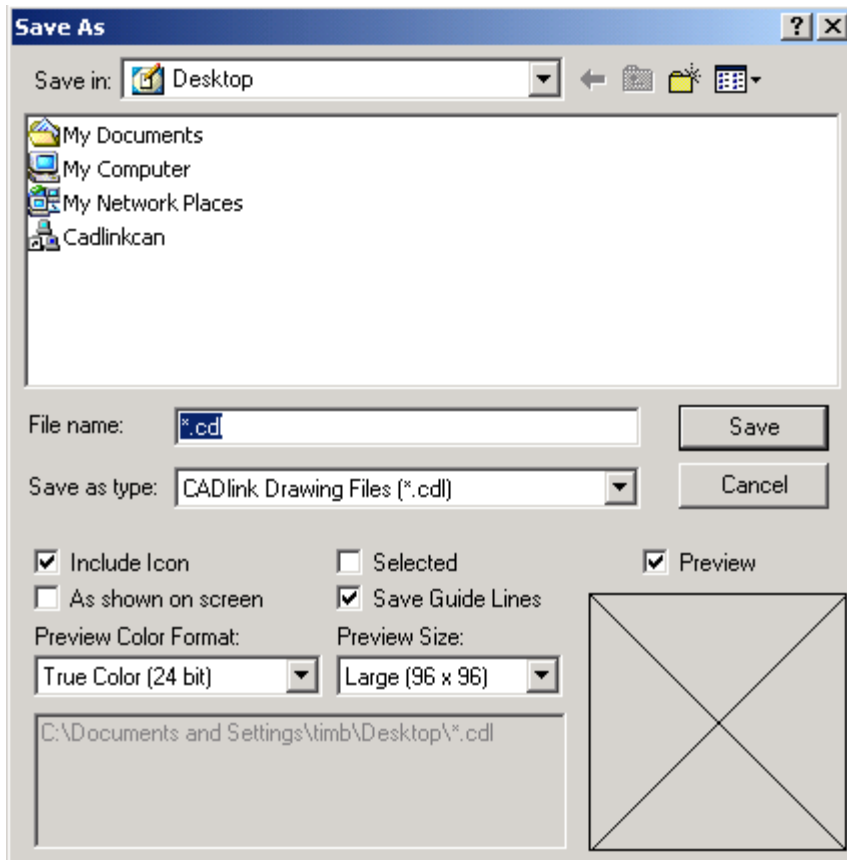


EZ-Engrave Tutorial #1

10. Select **OK** in the **Text Substitution** window.
11. Below is a screen shot of the completed single badge per plate job.



12. At the bottom corner of the EZ-Engrave view screen there is now a section that describes the current page selected, as well as access to the other pages in the file through the use of the arrow buttons. Use the back arrows to view a previous page, and the forward arrows to view the next page. The pages are listed as #1 / #2, where #1 is the current page selected and #2 is the total number of pages. Only files with multi-page badges can contain multiple pages.
13. Select **File, Save**.
14. The **Save As** window will appear.



15. Change the **Save in:** option to Local Disk (C:).



16. Locate the folder called **EZ-Engrave** and then double click on it.

17. Delete *.cdl in the **File name:** text box and then type in a name that you would like to call this file. In this particular example, type in **single badge per plate**.

18. Click on **Save**.

Congratulations! You have just created and saved a single badge per plate job in EZ-Engrave.