

About

Select this menu item to find authorship, copyright, and trademark information.

Access Level

The PICTURE ID system has four access levels. They are 0, 1, 2, and 3. The higher the number the more significant the level of access. These access levels can be associated with the users of the system or the menus within the system. When entering a user into the system, in the USER SECURITY menu under the EDIT menu, the access level for that person can be set. Additionally each menu within the program can also have the access level set. In the MENU SECURITY/SCHEDULE screen under CONFIGURATION each menu item within the program can have a level of security set between 0 and 4.

See Also: [Menu Security/Schedule](#)

[Security for Users](#)

[Security for Menus](#)

Acquire Picture

Select this option to acquire a Picture ID for a person. Most often you will use the button [Get Picture] when you are in a database edit dialogs. In the edit dialogs, you would have entered all the persons data. Then you would use [Get Picture] to get a TWAIN compatible image from a scanner or camera.

Acquire Picture is a menu item for taking a quick picture from the F)ile menu. In TWAIN compatible applications, you can always find this menu item under F)ile. In the Picture ID software, you will be asked to type the unique number for the picture you are acquiring. You can use any TWAIN compatible scanner or camera to get and store the picture.

Add to Buffer

The buffer is a storage area that remembers the records you want to print. It allows the entered records to be sent to a holding place for later printing. You can hold as few as one picture in the buffer or the entire database. When activated, the print buffer command will send continuously all of the records on hold in the buffer to your selected printer.

See Also: [Buffer Delete](#)

[Print Buffer](#)

Administration

The Main menu item ADMINISTRATION is primarily used when designing the database and developing the ID card templates. Report design, menu security, network configuration are also done under this menu item. The security level on this menu is usually set to correspond to the program administrators level. Normal daily system users would not have a need to access this menu.

Backup/Restore

This menu selection is located under MAINTENANCE in the FILE menu. It is a standard windows procedure enabling you to backup the databases to a floppy disk, and to restore them. The DOS backup and restore commands are used.

Barcode Options

The PICTURE ID has three standard barcode formats, 1 2 of 5, Code 39 and Codabar.

You can choose the type of barcode, density and height of the barcode for each ID card you design. Each individual ID card design may have its own type of barcode. The barcode option is decided when you designate the field in the ID card layout template.

Browse Definitions

The BROWSE DEFINITIONS menu is under DESIGN ID CARD in the ADMINISTRATION menu. It will allow you to see in table form all of the ID cards that have been made and the database with which each one is associated. This is an overview menu item only.

Delete Buffer

You can erase the records tagged for printing by deleting the buffer. This is done automatically for you after the buffer has been printed. Or you can do it yourself with this button.

See Also: [Add to Buffer](#)

[Print Buffer](#)

Clear a Database

Be careful with this command. It is located under MAINTENANCE in the FILE menu. It will delete the records in an entire database from the system. This item should have the highest possible security level to prevent any accidental deletion by a daily user of the system.

Configuration

This menu is located under ADMINISTRATION. It is the menu used to define many of the system parameters. You will design the layout of reports, define menu security, set parameters for encrypted files, set up the paradox engine and set network options in the network version. As with most administration menus, it should be given a high level of security. Daily users of the PICTURE ID program should not have access to this menu.

See Also: [Report Definitions](#)

[Menu Security/Schedule](#)

[Encrypted File](#)

[Network Options](#)

[Setup Paradox Engine](#)

Copy

Use this button or menu item under R)ecord to copy the current record. The screen dialog will retain all record values except the primary key values for the record. These key values ordinarily appear in red. The key values are cleared and you can enter the new keys (which must be unique), revise any other data, and then select the SAVE button to save the new record.

Custom Spreadsheet

This selection pops up a list of all templates you have created in the Export/Import Definitions. By selecting a template, you will get a spreadsheet view of ONLY those fields you defined in that template.

See Also: [Table](#)

[Spreadsheet](#)

Data Change Log

The data change log records changes made to data within the defined databases. This is an audit feature for the system administrator. It should be given a high level of security.

Data Entry

Data entry is the process of entering information into individual records for one of the databases that have been created with your program.

Specific information about a current record in a data base can be displayed after choosing the database from the Edit menu.

Moving through the Database

In the menu bar choose the arrow > for the next record or < for the previous record. Also >> for the last record and << for the first record in the database will take you to the beginning or end of a database.

Adding a New Record

Choose the database from the pull down menu under EDIT in the tool bar.

Select NEW from the tool bar and a blank screen ready for data entry will appear.

Enter information in the blank fields to create the new record.

Select the SAVE button from the tool bar to save the record to the database.

Editing an ID Record

Locate the record to edit.

Using the mouse, position the cursor on the field to be modified and enter the desired changes.

Select SAVE from the tool bar and the record has been modified with the changes you made.

See Also: [Add to Buffer](#)

~~Delete Buffer~~

Data Screen Design

The PICTURE ID does an automatic screen arrangement of the fields entered into the database designer. You can designate the order of the field entry in the database designer. After the automatic screen design has taken place, you may use the DESIGN MODE menu under FILE when you are in the data entry screen. Use your mouse to click and drag individual fields to different parts of the data entry screen. Once you are satisfied with the design, choose the SAVE button from the menu bar to record your new screen design.

See Also: [Database Designer](#)

~~Data Entry~~

Database

The PICTURE ID will allow five different databases to be created. Common types of databases needed for applications are:

Employees

Retired

Visitors

Contractors
Non-active.

You can determine the title to suit your application.

Each database will accommodate 25 fields. Not all of the fields need to be printed on the ID card. Some of the common fields are:

First Name	Status
Last Name	Clock Number
Employee Number	Notes
Badge Number	Memo
Department	Title
Date Hired	Card Number
Last Date Card Issued	Rank

See Also: [Data Entry](#)
[Database Designer](#)
[Data Screen Design](#)

Database Designer

Under the DATABASE menu selection, DATABASE DESIGNER is the entry screen that allows you to develop the style of database for your record entry. Five data bases can be built for different types of record entry:

- File Name** Each database requires its own unique name. Databases are usually names descriptively by their application.
- Field Name** Each field in a database must have its own 8 character name. No spaces are allowed in this entry.
- Field Label** This label will appear on the data entry screen for each field. It is a descriptive label and can have spaces in the label.
- Field Number** In the database each field has a specific number. When importing or exporting the design of the file is determined by the order of field number chosen.
- Relative Display Order** This number sorts the fields for the auto arrangement feature of the data entry screen. In two columns going down from the upper left, the fields will appear on the initial data entry screen in the order you select.
- Memo Length** You can choose a field to be extended in length. This can be a memo that may or may not print on the ID card. It can be up to 256 characters in length.
- Field Type** Data field can be designated for specific applications:
 - Alpha Numeric** having both alpha and numeric characters in the field.
 - Numeric** number field having the capability to add

(Nnn.nn)	decimal places to the field.
<u>Integer</u>	whole numbers only. Used primarily for card number and badge number, etc.
<u>Check Box 2 Way (X)</u>	decision box such as True or False.
<u>Check Box 3 Way (3)</u>	three way decision box.
<u>Alpha Combo Field</u>	a popup field with predetermined labels.

See Also: ~~Database Entry~~
Database Modify
~~Screen Design~~

Database Modify

Once a database has been designed, it can be modified. Even after records have been added to the database, changes may be made.

Choose DATABASE DESIGNER from the menu bar and make your modification to the database design. Be sure to save the change and reindex the databases before entering new records to the database.

See Also: Database Designer
Data Screen Design
Data Entry

Define Field Attributes

When you are in an edit dialog, you can click your mouse on any checkbox, or position your mouse cursor in any data field. If you select the field you want, then select this menu item under V)iew, you can alter the use of this field.

You can make the field invisible, required entry, or you can change the field label next to the field to indicate something more appropriate for your understanding. Common uses of this feature include changing labels to say associate, instead of worker, etc.

Define Template

The template is a layout of the sheet being run through the laser printer and the arrangement of the fields from a database on each card. The template will have a number of cards on the sheet that will be printed for the different IDs. There may be only two cards on the sheet or as many as ten. The definition of the card positioning on that sheet is the template design.

The individual card design is also part of the DEFINE TEMPLATE menu. Choose an input database and enter it into the appropriate box on the design screen. This designates the database that will supply the fields to be printed on the each card. Next choose a name for the template and enter it in the appropriate box. The name of the template and the name of the database will be linked together to create a menu selection for entering data into a database and printing ID cards from that template design. You may join any number of template designs to databases for creating ID cards.

The screen will also be the basis for the ID card design. Each field that you choose to print on the ID card, will be designated as an object field. The three types of object fields are Bar Code, Picture, and Type Font.

Once all of the parameters of card and template design are chosen, save the selections. They will now appear in the pop-up menus to enter data or print ID cards.

Delete

Be careful with this option! Delete from the menu bar erases the record that you select. You cannot recover any record that you have deleted.

See Also: [Delete Print Buffer](#)

[Clear a Database](#)

~~Delete Multiple Records~~

~~Delete All Records~~

Delete All Records

The DELETE ALL RECORDS menu selection will eliminate the entire database. Be careful with this option! Once deleted the records or database cannot be recovered. Backup often to prevent a total accidental erasure.

See Also: [Delete](#)

~~Delete Multiple Records~~

~~Delete Print Buffer~~

Delete Print Buffer

During the data entry process for new records, you can add the records to the print buffer instead of immediately printing an ID card. This selection clears or empties out that buffer.

See Also: [Print Buffer](#)

[Delete](#)

[Delete all Records](#)

~~Delete Multiple Records~~

Design ID Card

Designing the ID card creates the template that the ID cards will be printed on and also designs the individual layout of the card. In this design mode you place all fields on the card in their relative position, test the card layout, and make any changes necessary.

Under the ADMIN menu choose DESIGN ID CARD and the DEFINE TEMPLATE. This will take you to the screen to create the template for layout sheet for ID card.

Access Level Enter the security level 1 to 4 to limit access to the ID design portion of the PICTURE ID program.

Number Cards Across Imagine looking at a sheet of typing paper in the portrait position. How many ID cards across the sheet will you want to print. Enter that number in this area.

Number Cards Down How many card down the same piece of paper do you plan on printing? Enter that number.

Grid During the setup of a new ID card layout you may need to test print a grid on paper to see the relative layout of cards. After you have selected the number of cards across and number of cards down, you can print a test sheet to see the grid laid out

on paper.

Horizontal % Within each section on the grid the horizontal % tells the program how much horizontal border to allow. The % is a measure of the distance on each side of the card to the edge of one quadrant. The % is based on the total distance horizontally across the quadrant.

Vertical % This % creates the vertical border around each card within a quadrant. is measured like the horizontal % except vertically.

Border Options Within the grid you can also print the outline of the card in each quadrant based on you selection of number across and number down. Be sure to have selected the horizontal % and vertical % for each the card layout before test printing.

Pen width in Pixels If you are printing the border on a test card the width of the border can be selected. It is determined by the printed selected. the default width is 3 pixels wide.

Document ID This is the name that you will associate with a particular group or of designed cards. All of the cards with this Document ID name will have the same card design.

Input File Name Each ID card design must be associated with a database from which to draw records for printing. You can create up to five databases. Assign one of the database names here. You may assign different ID card designs to the same database or the same ID card design to different databases. If you do this be careful that you choose the correct selection when making ID cards.

Object Boxes Any field, test string, line, or box in the ID card designer is considered an object. There are three types of objects or fields that you can assign to an ID card. They are Type fonts which is text. Picture objects that are from captured video or scanned pictures, and barcode objects which is taking an integer field and creating a barcode on the card. Each element on the card must be one of these three types of objects. A separate design screen will come up as you choose the type of object to place on the ID card.

See Also: [Preview ID Card View](#)

Edit

This main menu item is the primary menu for the daily user. Its pull down includes the five possible databases for data entry. It also has the users list for the system. Spreadsheets for all of the files in the system can also be located in this menu.

Encrypted File

You can set up the Picture ID directory on a network and control file access rights through normal networking software, such as Novell Netware or LAN Manager. That is the preferred method of securing Picture ID files. Files such as the users.db, which contain confidential data on workers should be secured.

Picture ID also has built in Paradox engine encryption facilities. With this facility you can encrypt a

file via a password. The drawback is that you will have to enter passwords every time you print reports. If you are running Picture ID on a DOS hard drive, you may wish to encrypt specific Picture ID files, regardless. Two files, the COMPANY and FILES databases are already encrypted and you cannot access them.

Each Picture ID database can also be encrypted with a password, using Paradox software. This method is to be avoided, since Picture ID will then not be aware what password you have used and will not be able to access the table, any longer.

Export/Import Definitions

EXPORT ASCII takes the entire contents of the database and exports them in an ASCII file to another Windows database.

EXPORT/IMPORT DEFINITIONS allows the user to choose specific fields and their order for arrangement. The instructions for designing the new file are on the export define screen. The newly designed file needs to be saved and then exported by choosing the EXPORT ASCII FILE command.

Export ASCII copies the contents of the database to another database or file.

See Also: [Export/Import Definitions](#)

[Export ASCII File](#)

[Import ASCII File](#)

Export/Import Definitions

This screen under EXPORT/IMPORT in the main FILE menu defines the parameters for importing or exporting an ASCII file. It asks for the file name associated with the database being used and the database name being imported or exported. The relative position of the fields within the file are defined in order. Everything else will be taken into account automatically.

After defining this screen one can go to the command to import or export and begin the process.

See Also: [Export ASCII File](#)

[Import ASCII File](#)

[Export/Import](#)

Export ASCII File

EXPORT ASCII: Takes the entire contents of the database and exports them in an ASCII file to another Windows database.

EXPORT /IMPORT DEFINITIONS: Allows the user to choose specific fields and their order for arrangement. The instructions for designing the new file are on the export define screen. The newly designed file needs to be saved and then exported by choosing the EXPORT ASCII command.

Export ASCII copies the contents of the database to another database or file.

See Also: [Export/Import](#)
[Export/Import Definitions](#)
[Import ASCII File](#)

Exit

The exit command closes the PICTURE ID program and returns you to windows. Be sure to have saved any work that you do not want to lose. The program does not prompt you to save any work.

File

The file command takes you into menus that deal with the files of the system. From this command you can:

IMPORT/EXPORT FILES - This command allows you to move files into and out of the system as a group. This is not a file update command like the UPGRADE/MERGE DATABASE command under MAINTENANCE. It is designed for entire databases to be imported or exported.

MAINTENANCE - This command is closely associated with the databases in the system. It is used to clear, reindex, upgrade/merge, or backup a database.

ACQUIRE PICTURE - This command allows you to bring up a picture after the source has been selected. You can then move the picture to a file and store it within that file.

SELECT SOURCE - The PICTURE ID program will allow you to have several TWAIN sources of input for pictures. TWAIN is a Windows standard for digital images. Any Windows (TWAIN) compatible device can input pictures to the files. Video capture cards will also work with Picture ID, but video capture is analog TV signal or camera input, so it is not covered by TWAIN. Separate commands are available to [Get Video]. Once you have installed all of the input devices into Windows, you can menu select the device for the type of input you wish. These devices could include signature capture pads, hand held scanners, video cameras, or digital cameras.

PRINTER SETUP - The PICTURE ID system will also allow you to print to any printer that is Windows compatible. This command is the area where you would switch from one type of output device or printer. You could have a number of types of printers loaded into the system such as laser printers, label printers, or line printers. As you switch from one printer type to another it may be necessary to also change the ID card template to match the printer.

RE-LOGIN - This command is helpful if there is a change of users for the system. It is wise to have the correct user logged into the system as they are using it. Should a change in the user occur, this command makes it easy to change between the users.

UN-INSTALL - Should there be a problem with the setup or installation of the program, this command will take everything out of the

system and allow you to start the installation process over again. If during the installation process, a corrupted file is detected or a file is not read correctly, this command deletes everything and you may begin again.

See Also: [Export/Import](#)
[Maintenance](#)
[Acquire Picture](#)
[Select Source](#)
[Printer Setup](#)
[Re-Login](#)
[Un-Install1415](#)

Find By Key

This menu selection lets you look up the record using the first field as the primary, unique key. A dialog will appear, and you can type the record key you want to retrieve in the first text box, then click OK to find the record. Up to 5 keys can be typed, but most databases only have one key. Some have more, and if there is more than one key required, the additional field labels will show and ask for the key information.

First <<

The << marks are included in many menus to take you to the first record in that menu. Click on the << and you will go to the first record in that database.

See Also: [Last>>](#)

Floating Help

You can get help on a particular data field in any of Picture ID databases. A floating, revisable help text edit box is provided. You can type in your own help text in and hit the save key to save the help text description permanently. Or you can revise the help text that is there.

Whenever users move the cursor (or focus) to a new data field, the corresponding help text will appear along with the data field's name. Save Revisions allows you to embed and customize your own help information as you learn the system.

If you move the cursor to a field is not coded with help information, the text "Describe field=>" will appear. Then you can go right ahead and type in your own definition. Click Save Revisions to save it. Later on, other users will be able to use your own "customized" help definition. So replacement employees won't have to start over, they start with your notes still in place.

Get Picture

The GET PICTURE selection from the menu bar allows you to import images into the database. After selecting the GET PICTURE button the data entry screen looks for a picture coming in the serial port. This feature is specifically designed for the Logitech Fotoman camera or a digital scanner attached to the system. The Fotoman camera is portable and operates without electricity. It captures up to 32 pictures off sight and stores them digitally. You can then download them into the database records through the serial port and the GET PICTURE selection on the menu bar.

Get Video

The GET VIDEO selection from the menu bar in the data entry screen looks to see if there is a video camera attached to the system. This selection imports the video picture into the record that you are currently working on in a database.

Go To

This menu bar button allows you to go to a specific record in the database in which you are working. Select the GOTO button from the menu bar in your database and a popup screen will list all of the records in the database. Scroll through the records until you find one and click the mouse. This will highlight the record. Then select the check box and you go directly to that record.

Help

Help can be accessed from the screen icons or from the main menu bar. The help index will give you information about various topics and menus within the PICTURE ID program. Scroll to the appropriate help topic and click on that topic. A description of the topic will appear and helpful information about that topic.

See Also: [Floating Help](#)

[Help on Help](#)

Help on Help

This selection brings up the Windows help system, with Windows help on how to use the Windows help system. If you do not know how to use the search button to find the help you need, select this menu item.

Or if you think you know how to get around help systems fairly well, but need a refresher, select this menu item.

ID Card Template

Each ID card has a template. You can print cards to any type printer with a Windows driver, but how many cards you are going to print on one sheet or label, or PVC card has to be defined. The template is an organization of printing cards across and down a sheet or label. It might be only one card across and one card down as with the CoStar Label Printer. It may also be two across and three down as in the common printing layout on a 8 1/2 x 11 sheet being processed through a laser printer.

See Also: [Design ID Card](#)

[Define Template](#)

Preview

The ID Card Definition screen, sometimes called the card design screen has a button called PREVIEW LAYOUT. After a card has been designed the layout can be viewed to verify the design.

See Also: [Document ID](#)

[Design ID Card](#)

Import ASCII File

This option allows you to add records to a database from another database or file. IMPORT ASCII takes the entire contents of another database and imports them in an ASCII file in your designated database.

IMPORT DEFINE allow the user to choose specific fields and their order for arrangement. The instructions for designing the new file are on the import define screen. After saving the newly designed file you can then import it by choosing IMPORT ASCII.

IMPORT ASCII copies the contents of the database to you defined database.

See Also: [Export ASCII File](#)

[Import/Export](#)

[Import/Export Definitions](#)

Input File Name

Each ID card design must be associated with a database from which to draw records for printing. You can create up to five databases. Assign one of the database names here. You may assign different ID card designs to the same database or the same ID card design to different databases. If you do this be careful that you choose the correct selection when making ID cards.

See Also: [File](#)

Last >>

The >> marks are included in many menus to take you to the last record in that menu. Click on >> and you will go to the last record in that database.

See Also: [First<<](#)

List of Databases

A menu selection under DATABASE in the ADMINISTRATION main menu, the LIST OF DATABASES command will list all the files in the PICTURE ID program. There is also a brief definition of each database describing its functions.

Maintenance

A sub menu in the FILE main menu, maintenance allows you to work with database functions:

Clear a Database

This command will eliminate an entire database from the system. Be careful with the selection of this command. You cannot recover the database after it has been cleared.

Reindex a Database

Sometimes a database may not sort correctly after some operations have been performed. To put the database back in order choose the REINDEX A DATABASE function from the MAINTENANCE command.

Upgrade/Merge Database

You can add records to an existing database through the import command. If you are importing into an existing database, you must use this command.

Backup/Restore

It is wise to back up your database after every use. The BACKUP/RESTORE COMMAND allows you to copy or backup the database to a floppy disk.

Menu Security/Schedule

Each menu item can be given a level of security from 0 to 3. Three is the highest security level. The system is generally divided into two types of groups of users, the administrator and the daily user. The administrator should have access to all parts of the system. This includes the design of ID cards, the development of databases and the network settings within that version. The daily users typically add individuals to the database and make ID cards. They should have their access to certain files restricted. Through the MENU SECURITY command a level of security can be set for every menu in the system.

See Also: [Users & IDs](#)
Security for Menus

Network Options

Each work-station on the network must have a unique work-station or user name assigned. Enter the unique name here. You can also indicate here if the station is to be allowed to run reports or menu items automatically at scheduled times.

The paging size is the number of records that you will allow to be loaded into your spreadsheet or table views at a time. For 8 megabytes of RAM memory, use 256 records. If your database is larger, use the <,> buttons in the table to page forward or backward 256 records at a time. Use 1000 if your system RAM is 16 megabytes. Then you will not have to page and your entire database will load into memory.

New

The NEW command brings up a new record in the DATABASE menu. It brings up a new file in any database in which you are working.

Next Record >

The menu bar on most files allows you to go to the next record by clicking > on the bar.

Picture Edit

Select this menu item to bring up the embedded picture editor with the Picture ID software. You can then scale, rotate, crop, brighten, and fix up your graphic image.

Previous Record <

The < command on the menu bar allows you to easily go to the previous record by clicking on this item.

Print Buffer

The buffer collects records and holds them for printing. After entering new records or selecting a group of records for printing the buffer can be printed with the PRINT BUFFER command.

See Also: [Add-to-Buffer](#)

Print ID Cards

This command prints ID card cards several ways. Print all, print selected records, make selections, etc.

Print Test Pattern

Select this menu item to print out a quick bar coded test pattern on your printer. Then use the test pattern to verify your bar coding reading equipment works properly. Each character is printed in the test pattern. If your bar coding equipment is on the PC, then bring up the Windows notepad. Now scan each test bar. You should see the proper character entered on a line in Notepad. Compare this character to the one printed underneath the bar code. This individually tests each character available in the bar code you are using with your equipment.

Printer Setup

This command in the FILE menu takes you to the Windows screen to pick a different default printer. With the PICTURE ID system you can use any printer you have installed into Windows.

Quick Bar Code

Sometimes you may need a quick bar code label with no picture, just the barcode. Use this selection to just print a quick bar code.

Quick Reports

This menu selection brings up all reports that have a defined (report) template. You design report templates just like ID card designs, in Admin, Design ID Card.

Pick the quick report you want to run, and a complete list of all the people in that database for that report will be printed.

Re-Login

This command will take you back to the login screen. If a new use comes to use the system it is best if you have them RE-LOGIN to change the user of the system. You can select this menu item and return to the login screen.

See Also: [Login](#)
[Logout](#)
[Exit](#)

Login

When you first click on the Picture ID product icon, a login screen will appear that allows you to log into the system. To Login into the system you must have a valid password and user name.

The program will prompt you for your password and user name after you have double clicked on the program icon in the program manager.

See Also: [Logout](#)
[Re-Login](#)

Record Sound

Sound can be added to a record. You will need a sound board kit with microphone and speakers. You could record the workers name, for instance. After record the name vocally into the microphone, save it in a Windows sound file (files ending with a .wav file extension). The filename should be the same name as the first field value on the screen. Then the Picture ID will play it back for you when

you come to that record.

Register Product

When installing the software for the first time it is necessary to register the product. You will be supplied with a registration number (very important). Type the number into the registration box. This will fully activate your system. Without the registration number the system will cease to function within a period of time. For full warranty benefits and upgrade privileges register your software and return the warranty registration card.

Reindex a Database

Rebuilds the index file for a database or group of files.

Reports

This system allows the user to develop reports that can be sorted into ascending or descending order for the files in each database. The REPORT AND DEFINITIONS command in the CONFIGURATION menu has limited design capabilities.

Report Definitions

When you use the Crystal Reports report writer to layout new reports, you must select this menu item to tell the Picture ID software about the new report you have created.

Each record in the Report Definitions database defines a report. You can then run the report on a schedule, modify the sorting and grouping, or change its standard query (on screen dialog 2). A number of standard reports are supplied with Picture ID software.

The Crystal Reports file definition names for the reports are shown here in the second data field. Each name can be found in Crystal Reports by bringing up that file with a .rpt file name extension.

Save

The SAVE command button is on the menu bar for various screens in the program. It saves any information that you have entered into the system. This command must be used to save ID card designs, report layouts, ID card templates, etc.

Scan Images

One of the input devices for the PICTURE ID is an image scanner. If this device is attached to the system you can scan graphic images into a file. They can then be printed like any field of a record to an ID card.

To scan an image into the system click on the GET PICTURE command in the view screen of the EDIT menu. You must also have the SELECT SOURCE chosen for the image scanner. The image will be imported into the record that you are working.

See Also: [Get Picture](#)

Search

Allows you to search for a key word or string. You can search from the beginning of the database or after the current record. To search for a key word, chose SEARCH from the menu bar.

Security for Users

Each user can also have a security level assigned. When adding a new user to the system assign a security level at that time. This will appear in the EDIT/USERS AND IDS menu.

Security for Menus

Each menu item can have a security level assigned. When adding a new user to the system assign a security level at that time. This will appear in the EDIT/USERS AND IDS menu.

Select Source

There are 2 types of devices you can use with Picture ID. These are:

1. TWAIN compatible digital devices.
2. MCI compatible video capture cards. (TV Signal input, i.e. NTSC)

All input devices that are Windows TWAIN compatible, such as signature pads, hand held scanners, scanners, and digital cameras, etc. will be listed in a popup when you select source. Selecting source only applies to digital sources, Non-digital SOURCES are not show here. Use [GET PICTURE], when getting images from your TWAIN devices.

It is possible to have many Digital sources, so you can choose here which source is the default source. For video capture cards, you will never have more than one such device in your PC. Use [GET VIDEO] when getting a picture from your Video Capture Card.

Setup Paradox Engine

This menu item lets you modify parameters for the database, the Paradox Engine. You can change limits on open files, etc. But the defaults will serve most users. If you are running on a network, you should also enter here a unique user-name for your work-station.

Network control files, DOS SHARE & Error Messages

The DOS share.exe program should be loaded before you enter Windows if you are running on Windows 3.1. If you are running on OS/2 Warp, Windows for Workgroups, or NT, or Windows 95, you will not have to make sure this command is loaded in your autoexec.bat or network boot file.

Paradox for Windows, Paradox 4.0, and the Paradox Engine 3.0 (which Picture ID uses) ALL use the same database engine. This engine is contained in the file PXENGWIN.DLL which is shipped with Picture ID.

If you use other Paradox products, delete all older copies of PXENGWIN.DLL both on your local disk and on the network and make sure you have just the latest PXENGWIN.DLL in your DOS path. If you install another Paradox product later, you must check this again.

All these products use a network control file called PDOXWIN.USR to keep track of all the Paradox for Windows users on the network. Picture ID doesn't need or use this file and offers unlimited users. All these products use a file called PDOXUSRS.NET to control table sharing. Picture ID and other Paradox products must share just one of these files. PDOXUSRS.NET makes it possible to install and run concurrently both Paradox for Windows, DOS Paradox 4.0, Microsoft Access, and Picture ID on the network. This lets users of all programs share data concurrently.

If you install just Picture ID, the PXENGWIN.DLL and PDOXUSRS.NET will be in the Picture ID directory and you should not experience any problems. If you have these other products you must FOLLOW these steps:

1. Delete all copies of PDOXUSRS.NET on the local disk and network.
2. Run your Borland and Paradox applications one at a time and see where each application keeps its PDOXUSRS.NET file. Change each application setting for this depending on the product setup. e.g. run Paradox for Windows (first) because it sets its path on installation only* then exit it and locate where

it created a new pdoxusr.net file. Then go to the Paradox 4.0 for DOS directory and run the update utility. Set the network file location for that product to the same path as the Paradox for Windows. Do this for other Paradox applications you may have.

3. Now edit your win.ini file and find the NetNamePath Line and edit this path to indicate this same path to Picture ID.

Spreadsheet

The menu selection in the EDIT menu will display any chosen database in a tabular form. This includes the users databases as well as the system files or databases. In the table view you can quickly browse through all of the selections for a particular file.

See Also: [Table](#)

[Custom Spreadsheet](#)

System Help

This selection brings up this help system, starting with the table of contents.

Table

Every database in the PICTURE ID program is accessible from the [TABLE] button. This view of your data also allows you to edit your data in a spreadsheet or table view. A table is another name for a spreadsheet. The keying of data is right to left, with automatic cursor movement so you can just type along, press Enter, and the cursor moves to the next cell automatically.

See Also: [Spreadsheet](#)

[Custom Spreadsheet](#)

Upgrade Database

If you receive a new version of the Picture ID software, you should install it in a new directory. Then you can use this selection to bring the old databases over into your new system.

See Also: [Import ASCII File](#)

[Export ASCII File](#)

[Export/Import Definitions](#)

[Database](#)

Un-Install

This command will completely remove the PICTURE ID program from your hard drive. If the installation of the program does not go smoothly, you can Un-INSTALL the program and begin again.

Users & IDs

Each user in the system must have a password and user name. This screen allows you to assign each user to the system. The security level attached to each person is also entered at this screen. The default security level is 0.

For demonstration purposes ID cards can also be made with this command. A predefined ID template and card are stored here. Enter the information requested on the screen and print the ID

card. This function makes it quick to produce a few sample cards.

See Also: [Security for Users](#)

View

This is the main menu item that allows you to see reports and ID cards, and more. It is an easy way to print one ID card or a group of cards. Primarily a quick reference tool, it is not designed to change any of the items displayed for viewing.

View ID Cards

The VIEW ID CARDS command in the main menu VIEW lets you select from a pop down list any ID cards that you have designed. You can view the single card layout on the screen with all of the fields located in place. This command is a quick reference tool with no design commands attached to it. Each ID card selection is also tied to the database that you have chosen for it. The data appearing on the card will be from the first record stored in that database.

Design Mode

Select this menu item, and you cannot access your controls except to select them. After selection, you can redesign their position and size.

WYSIWYG Design-In Preview Mode-State Diagram

Object State	User Action	Program Response
Unhighlighted	LeftButtonDown	Highlight w/Rectangle and Sizing Corners
	LeftButtonUp	None
	MouseMove	None
	RightButtonDown	Bring up Object Property Screen
Highlighted	LeftButtonDown	None
	Mousemove	Drag Rectangle
	LeftButtonUp or Resize It.	Move Object to Spot

Common actions:

- Move-left button down (highlight), drag to new location, release.
- Size-left button down (highlight), release (stays highlighted), left button down on corner, corner to size, release (remove highlight).

Save Design

This selection saves the new layout for your controls (in user edit screens, design mode), or saves your new ID card Layout.

Print ID Cards

This selection provides a quick list of templates. Select the template you want and the records you want to print your ID Cards.

