

ID Cards with QIDCard – User Guide

Current Version: V1.0

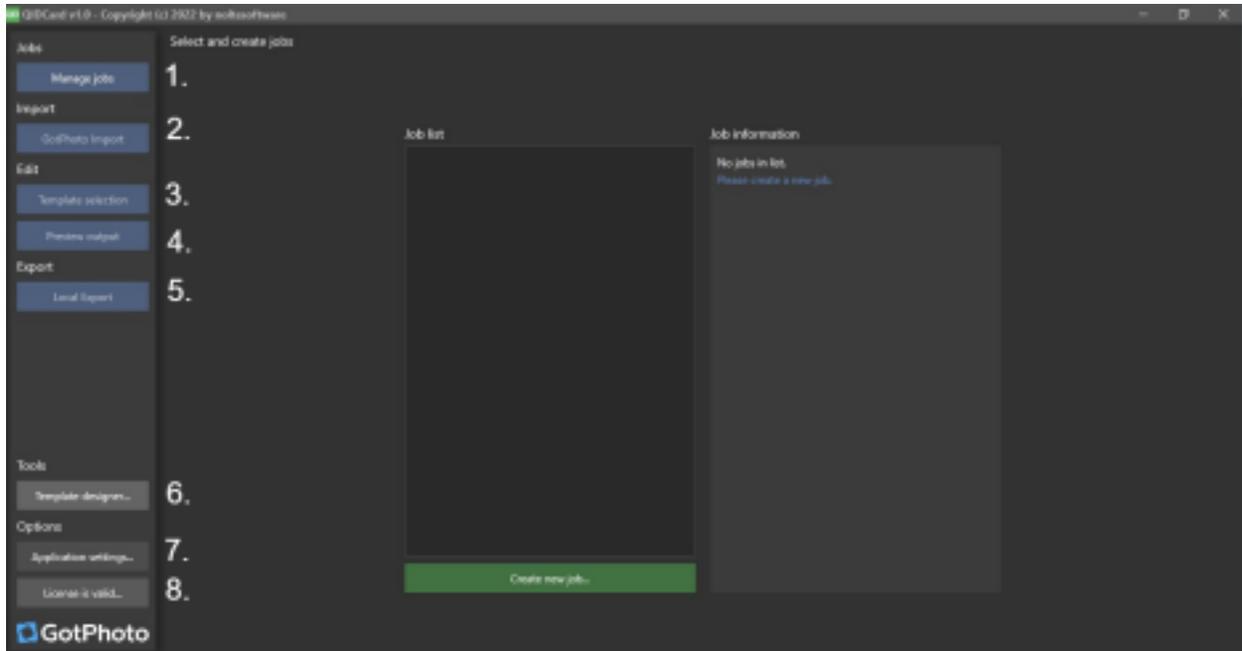
Last Update: September 2023



QIDCard is a software to design and generate ID cards. You can seamlessly import photos directly from your GotPhoto account. A PDF file with all ID cards and optional JPGs for separate cards are generated as a result.

You can download QIDCard here: <https://noltesoftware.com/downloads/>, a yearly license key can be purchased here: [Order - noltesoftware.com](https://noltesoftware.com/order)

Once you open QIDCard, a menu will appear on the right side of the screen.



The tabs on the left-side of your home screen:

1. **Manage Jobs:** Here, you will create or select a QID job.
2. **GotPhoto Import:** Import student photos and data directly from your GotPhoto account. Please know that the import will work for QR-tagged and barcode tagged images. It won't work if you have manually tagged the images.
3. **Template selection:** Select a QIDCard template for the job you are working on.
4. **Preview Output:** Preview the final ID card images for the job you are working on.
5. **Local Export:** Export the final ID card images as a PDF to your device.
6. **Template Designer:** Create your own QIDCard layout template, or edit an existing template.
7. **Application Settings:** Select your QIDCard working folder on your device and define the JPEG quality of your ID card images. Optionally, select your external photo editor
8. **Please check your License:** Enter and activate your license key here.

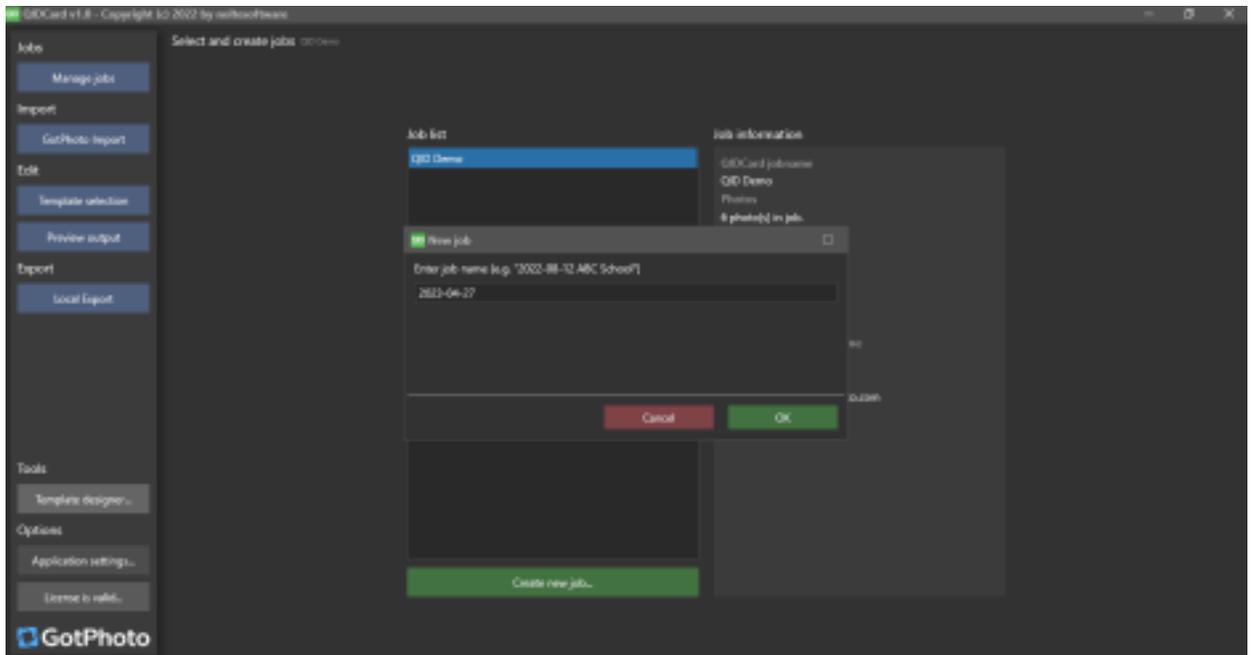
The first thing you will need to do when you open QID for the first time, is to enter and activate your license key under point **8. Please check license.**

Once done, close the tab; the tab will now say **License is valid.**

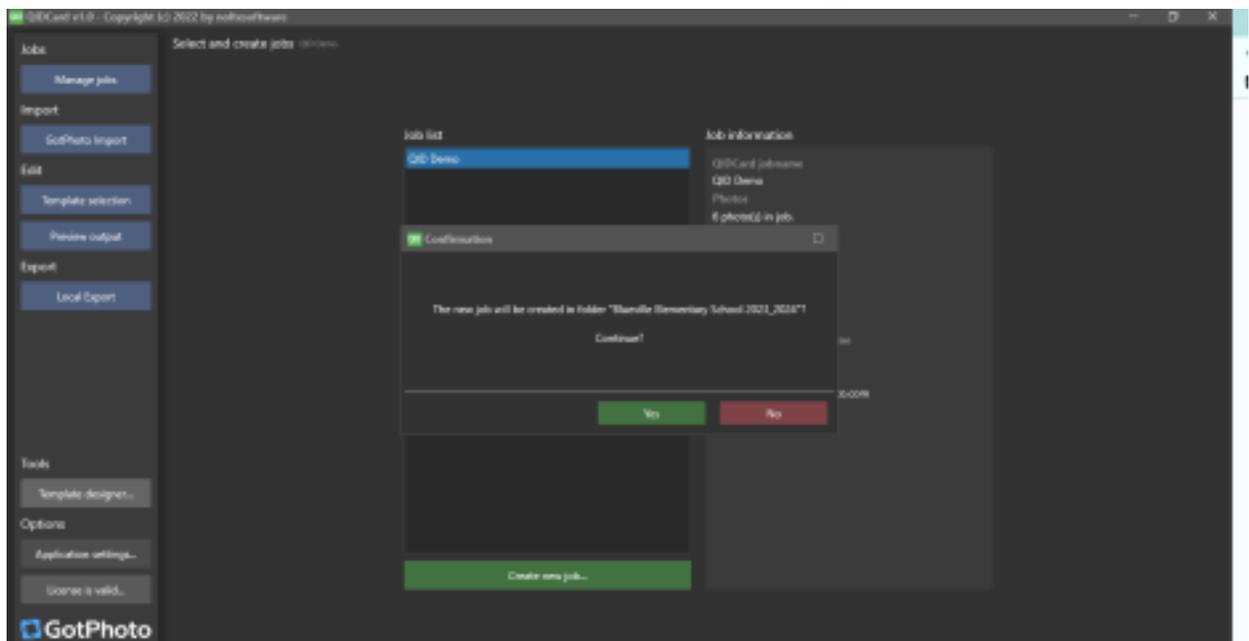
Home tab:

1. Manage Jobs:

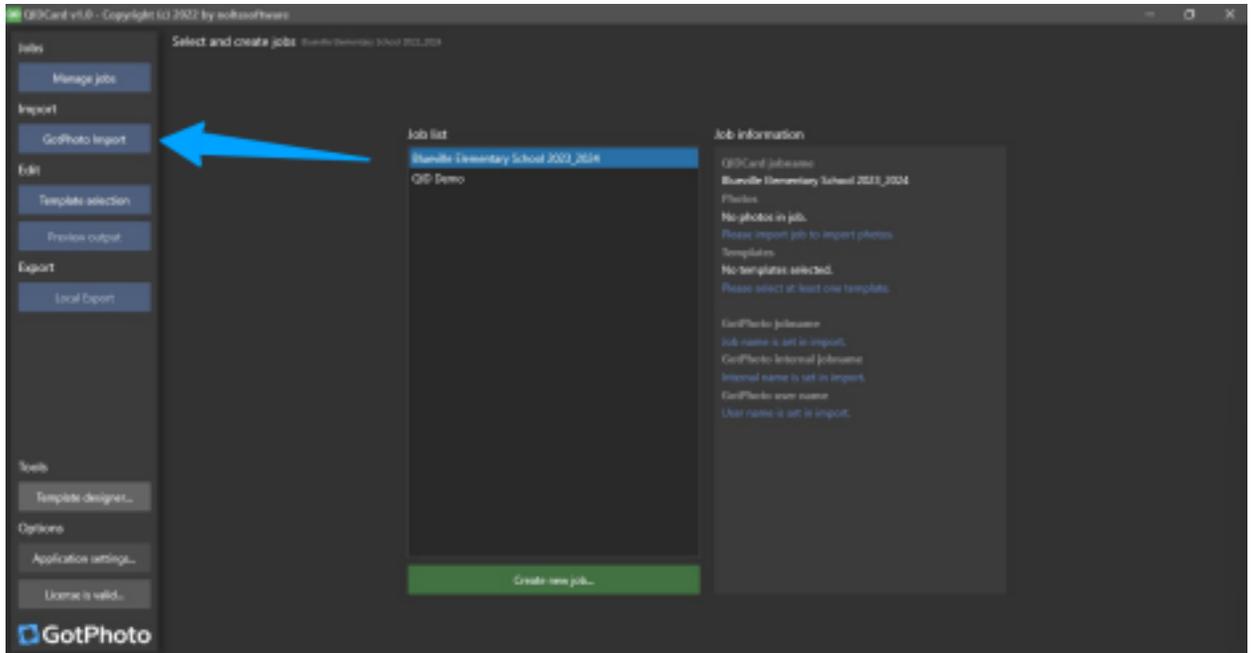
- Press the button **Create a new job:** The system will offer the current day as the name for your new QID job, however, you can overwrite it and rename it (e.g., Blueville Elementary School 2023/2024).



- If you change the suggested name for the new job, press **Yes** on the following screen.

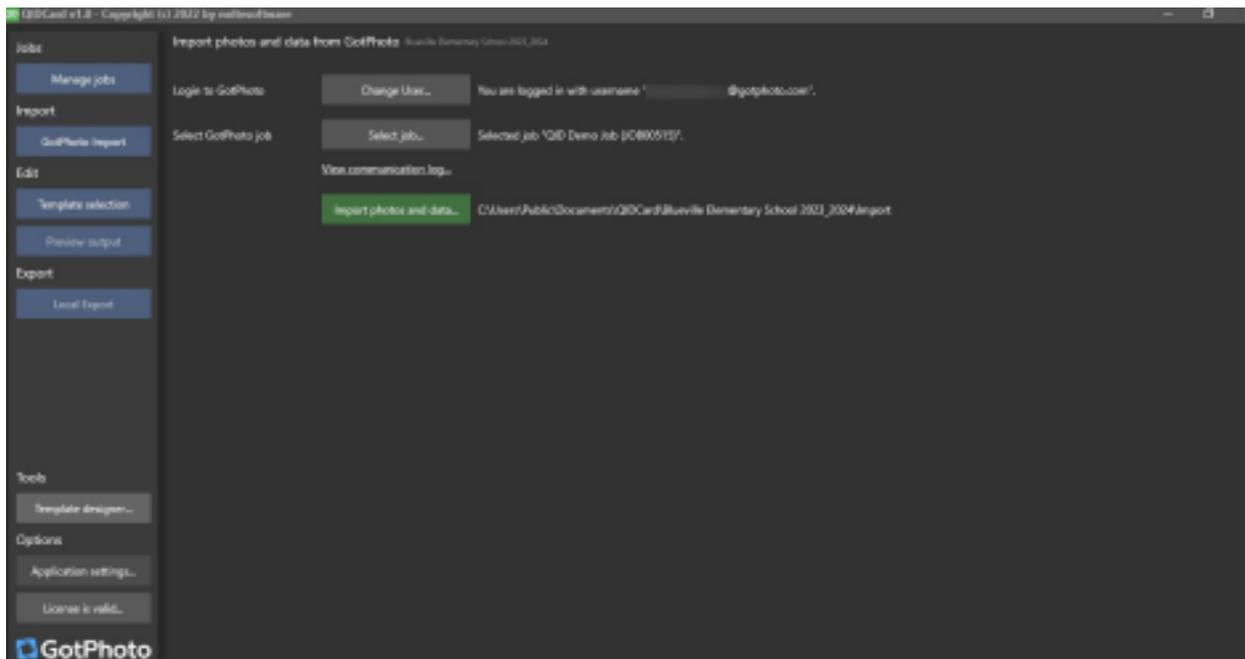


- From here, press the **GotPhoto Import** button on the left side of your screen.

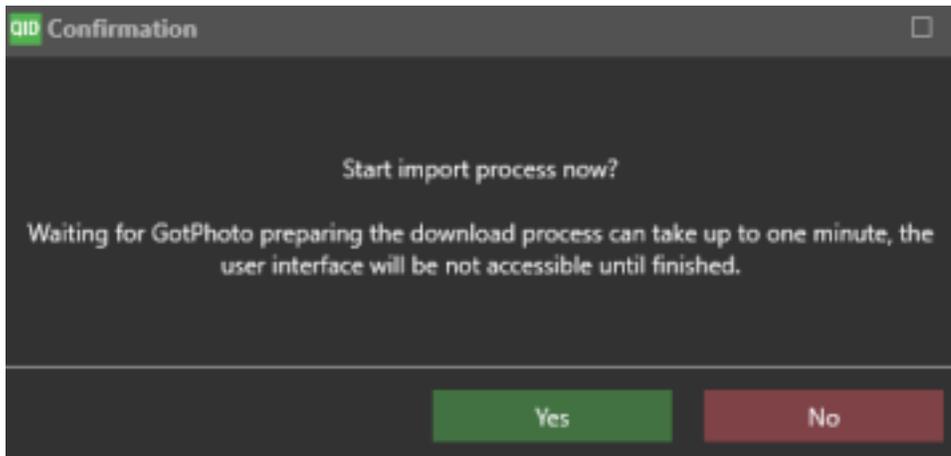


2. GotPhoto Import

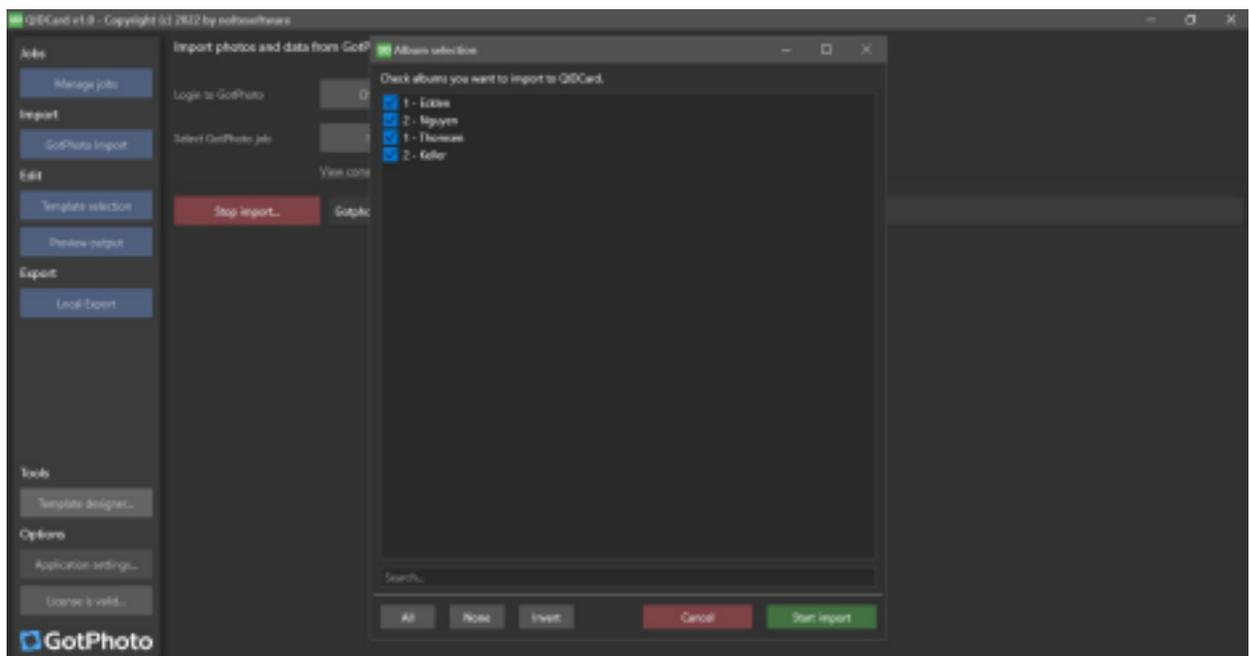
- Log into your GotPhoto account, using your GotPhoto credentials.
- Under **Select job**, select a GotPhoto job from the drop-down menu.
- Press the **Import photos and data** button.



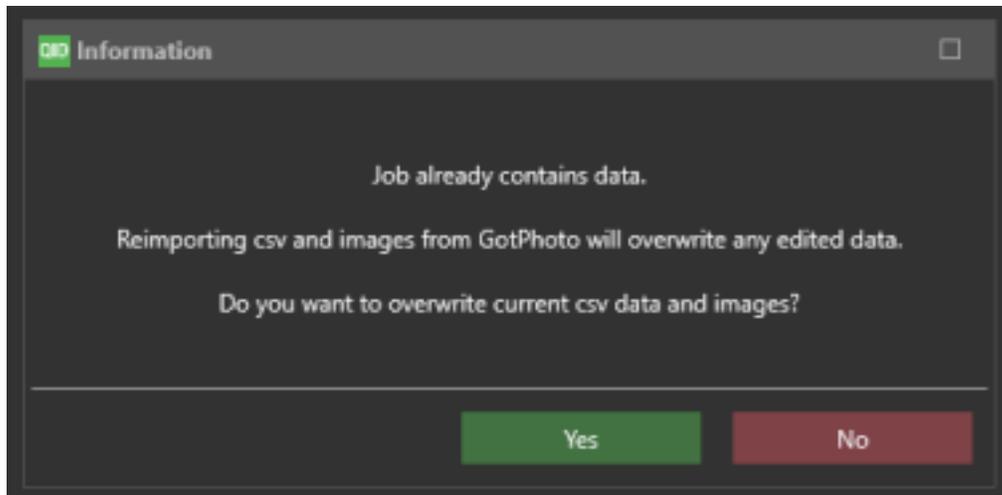
- You will see this pop-up: **Start import process now?** Confirm by clicking the **Yes** button.



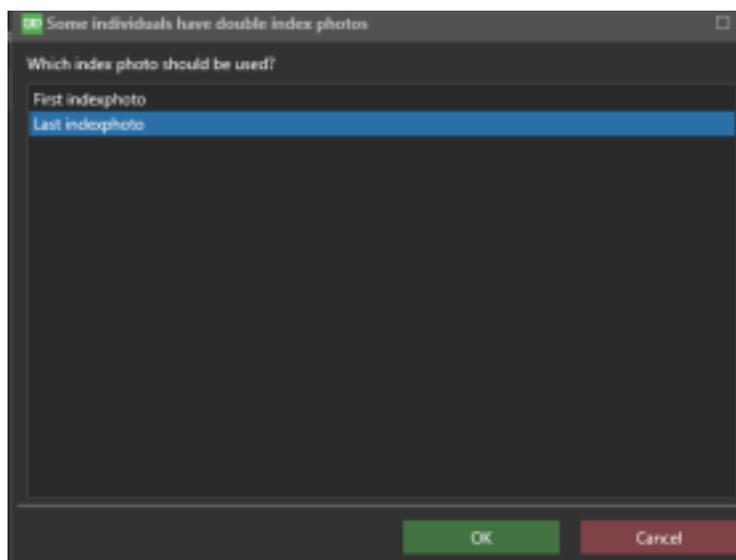
- **Once the images and data have been imported, you will see the following screen where you can select the albums / groups of the job you imported.**
 - **All:** If you want to create ID card images for all students, keep the selection
 - **None:** All albums will be deselected. You can afterward select individual albums.
 - **Invert:** All your selected albums will be unselected, unselected albums will be selected.



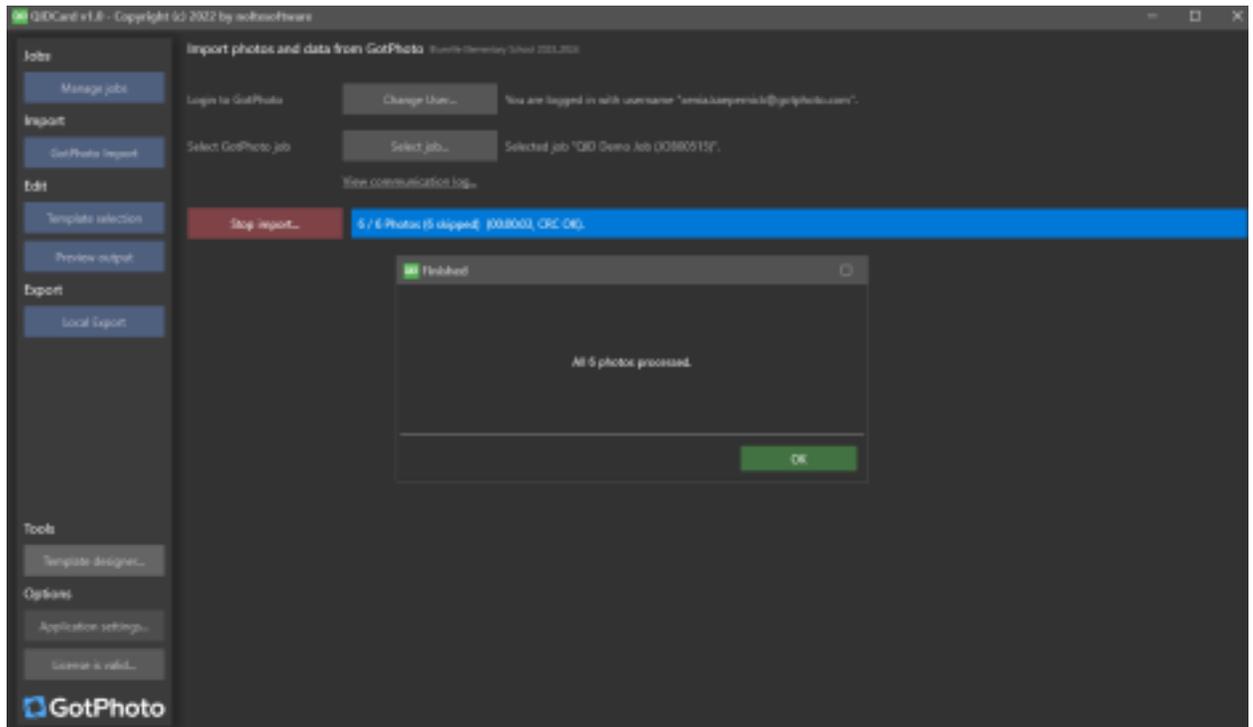
- Press **Start import**. This process will take a few minutes, depending on the amount of photos that are included in the job.
- In case you have already imported photos to your QID job, you need to confirm that you want to overwrite them



- If the student has more than one indexed photo in their Gallery (e.g., default indexed image or your selection in the gallery), the system will ask you which one you want to import.



- **First indexphoto** refers in the sample case to the default index photo (starred image- “Default selection”)
 - **Last indexphoto** would refer to your (starred image- “Your selection”) or the parent’s selection (heart icon) in the student’s gallery.
Learn more about GotPhoto’s index photo logic here: [Student Exports: Yearbook \(PSPA\) - HelpCenter GotPhoto](#)
- Now press **OK**.
 - Once the import is complete, press again **OK**.

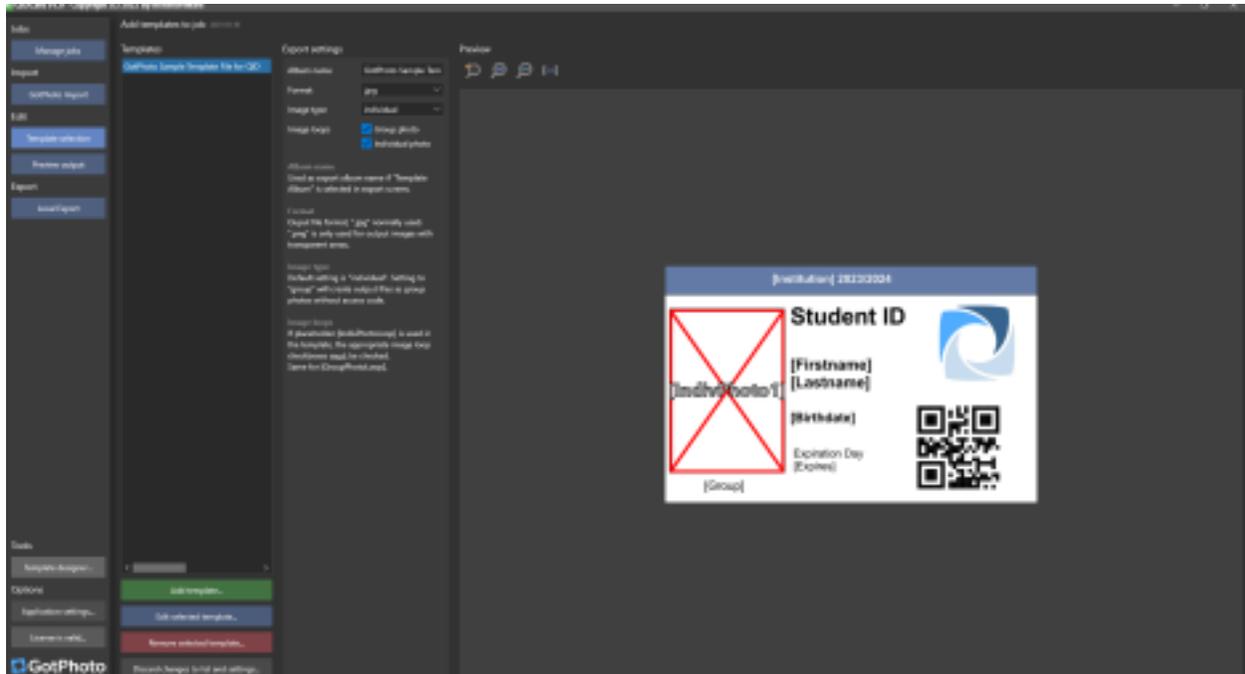


3. Template Selection

In this section, we will cover how to select an existing template, and also how to edit individual ID card images.

- Add an existing template. Important: It needs to be a QID file type (*.QLayout). QLayout files can be created under Section 6, we will tackle this later in detail. For now, you can use the pre-installed template (StudentCard001.QLayout). It can be found under Computer → Users > Public > Documents → QIDCard. Feel also free to use and adjust [this sample QIDCard template.](#)

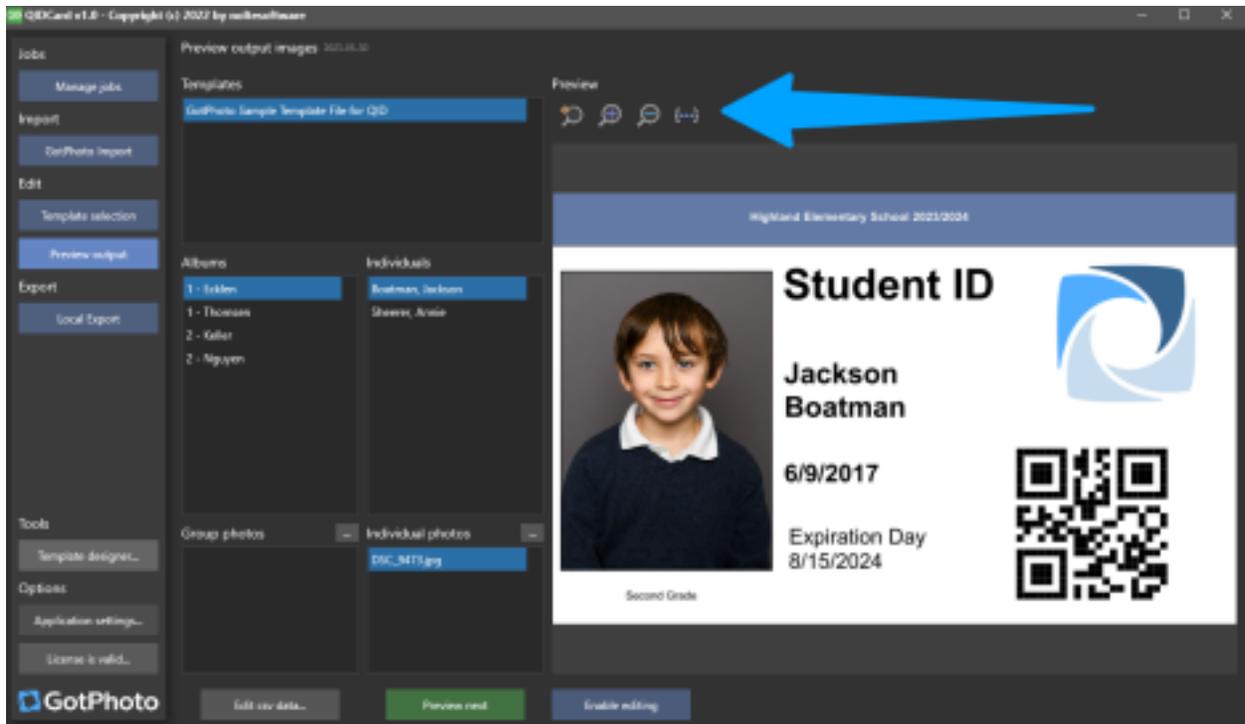
On the right side of your screen, you can now see the preview of your selected template.



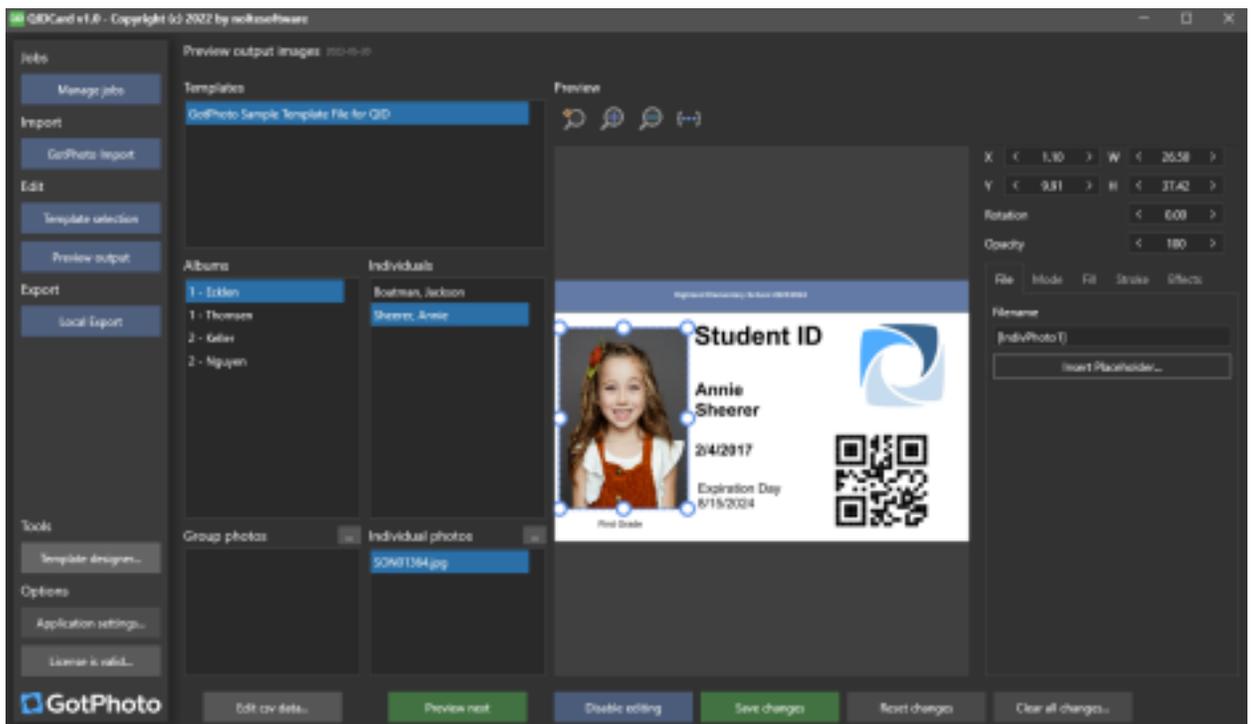
- Let's look at the **Export Settings** first that you can see next to the **Preview** area.
 - **Album name:** The system will automatically populate the template name. You will export the ID images to a local folder on your machine, therefore, the album name does not have any importance for ID card creation. ○
 - **Format:** Select between JPG and PNG
 - **Image Type:** For ID cards, keep the selection “individual”.
 - **Image Loop:** An image loop is only relevant, in case you add more than one template to the job, meaning, you would like to create two or more different ID card designs for each student. Select in this case only “Individual photos”.
- Under **Templates**, you find the options
 - **Edit selected template:** The button will direct you to the Template Designer, where you can edit the template
 - **Remove selected template:** You selected the wrong template? Press this button to deselect the template.
 - **Discard changes to list and settings:** Discard changes made to the template list

4. Preview Output

This is your option to preview your final ID card images. On the top of the preview, you can enlarge and reduce the view. You also have the option to show or hide the placeholders that are used in the QIDCard template.



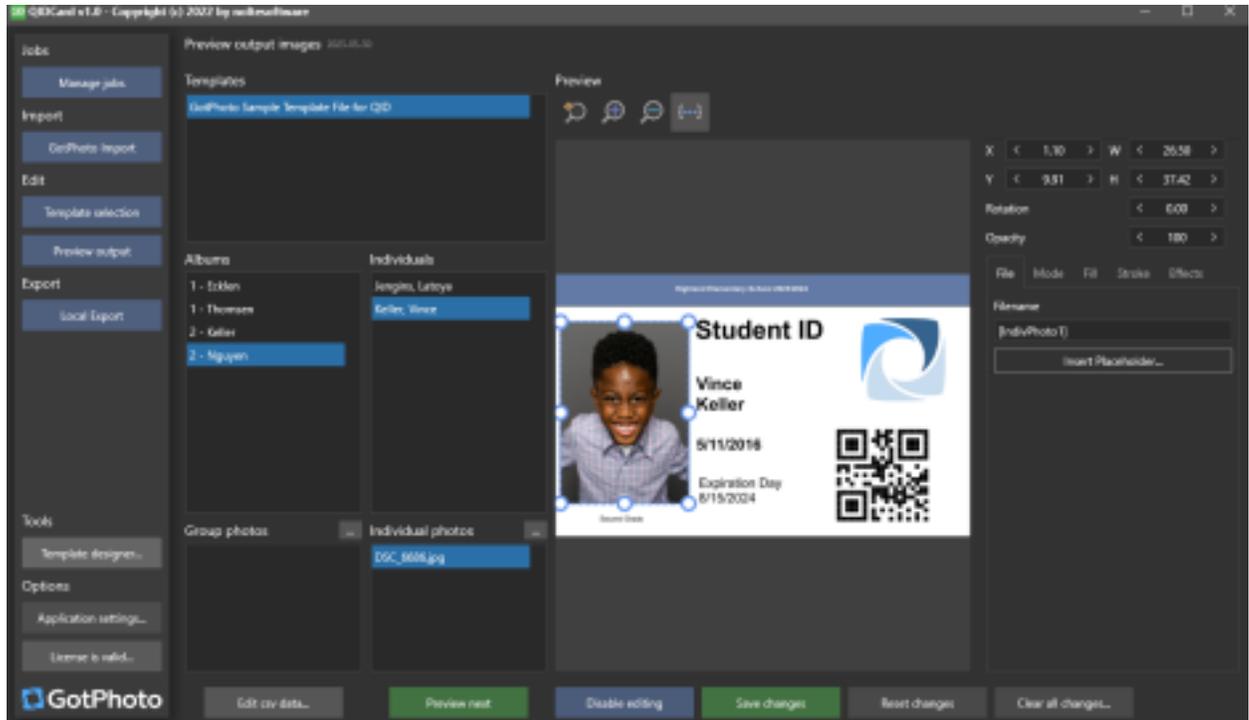
- Press **Preview next** to see a preview of all students' ID cards. If everything looks fine, press **Local Export** on the left side menu. Continue under **5. Local Export** in this guide.
- You have spotted a typo, or need to **correct data on the names list**? Press **Edit CSV data** on the bottom right. Here you can adjust the data. Please know that changes are only saved local in QIDCard, not in your GotPhoto job. Alternatively, correct the data in GotPhoto, and import the job again.
- You would like to **correct individual ID card images**? Press **Enable editing** on the bottom.



- Now, you can edit individual elements on the individual ID card image: Click one of the elements on the ID card image, and a menu will appear on the right of your screen. You can edit the images, placeholders, and text fields on the template.

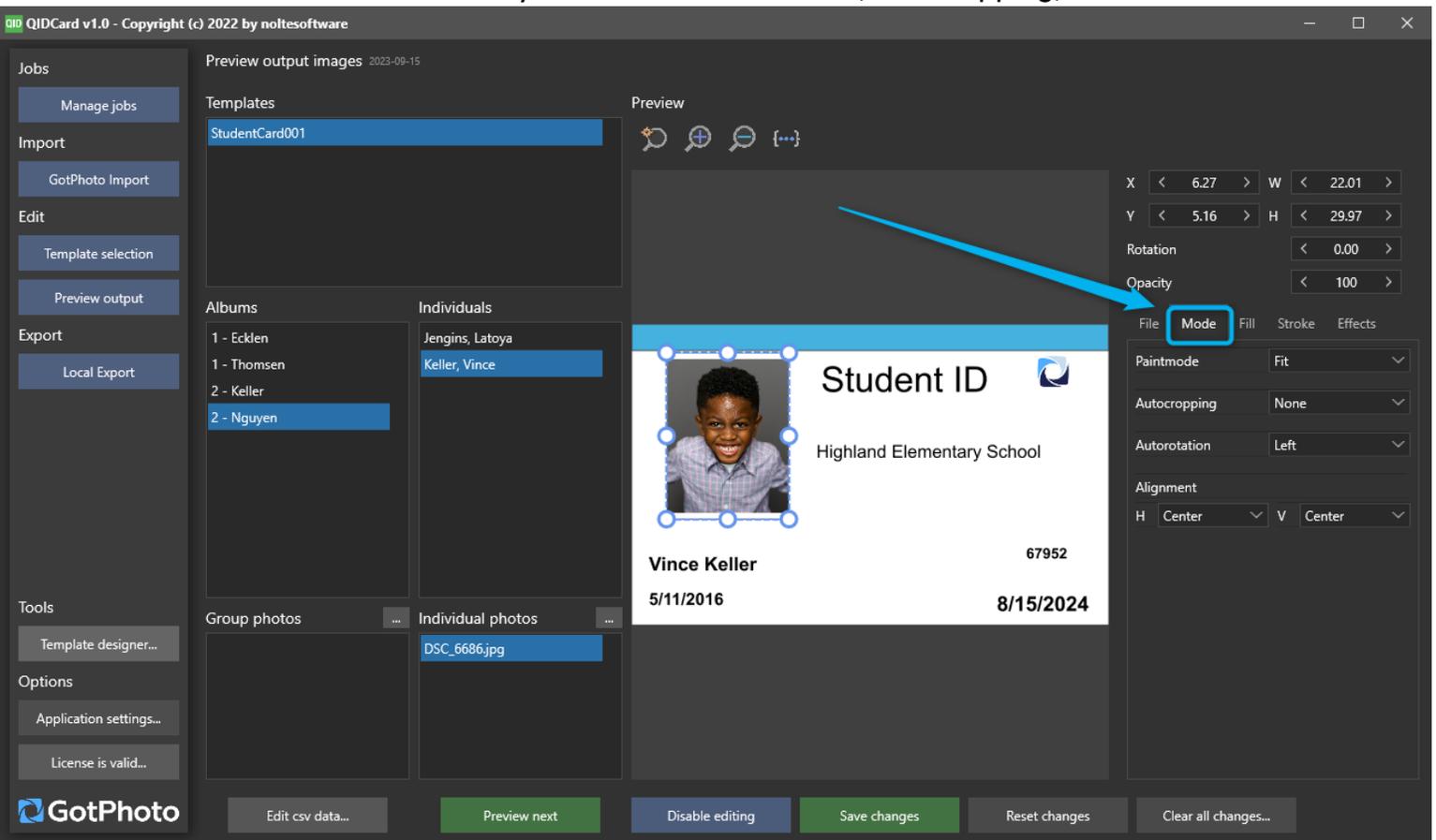
Let's look into the different editing options:

- **File:** Edit the size, rotation, opacity of your file

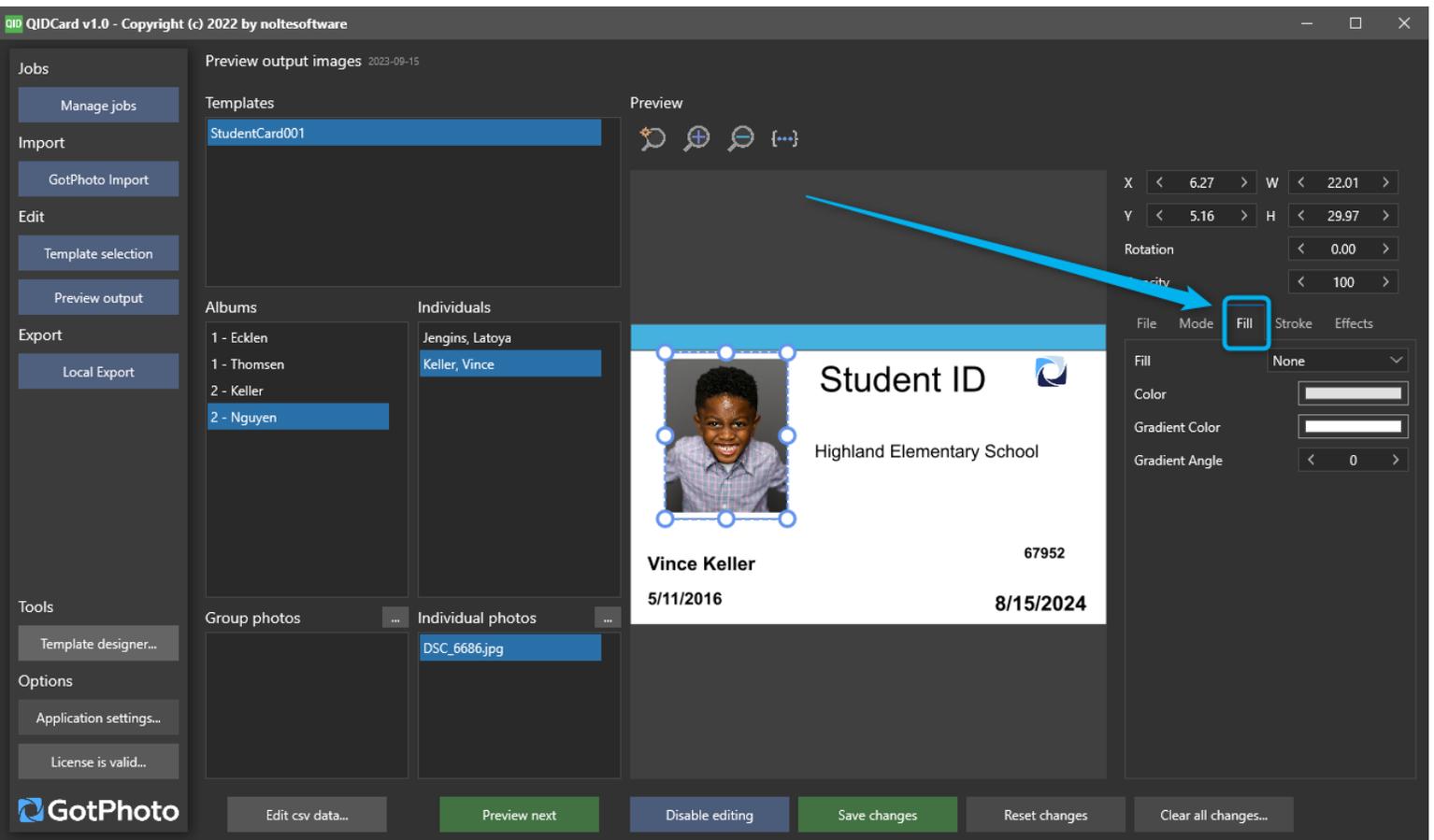


Once you are finished editing, press **Save changes** on the bottom of your screen and click the button **Local Export** on the left side menu.

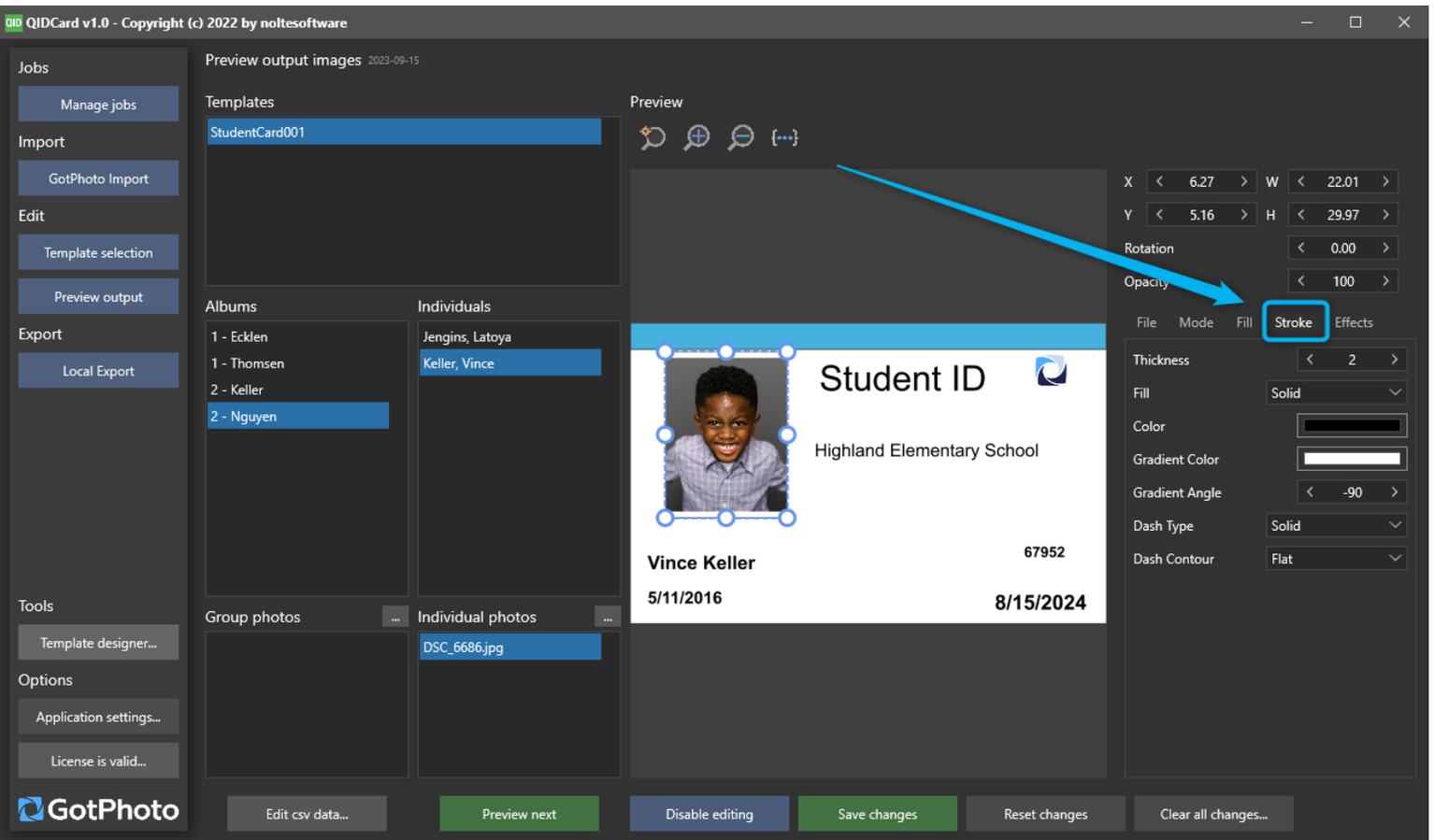
- **Mode:** Here you define the Paintmode, Autocropping, Autorotation



- **Fill:** Add a solid or gradient fill to your selected area, select your color, gradient color and gradient color.

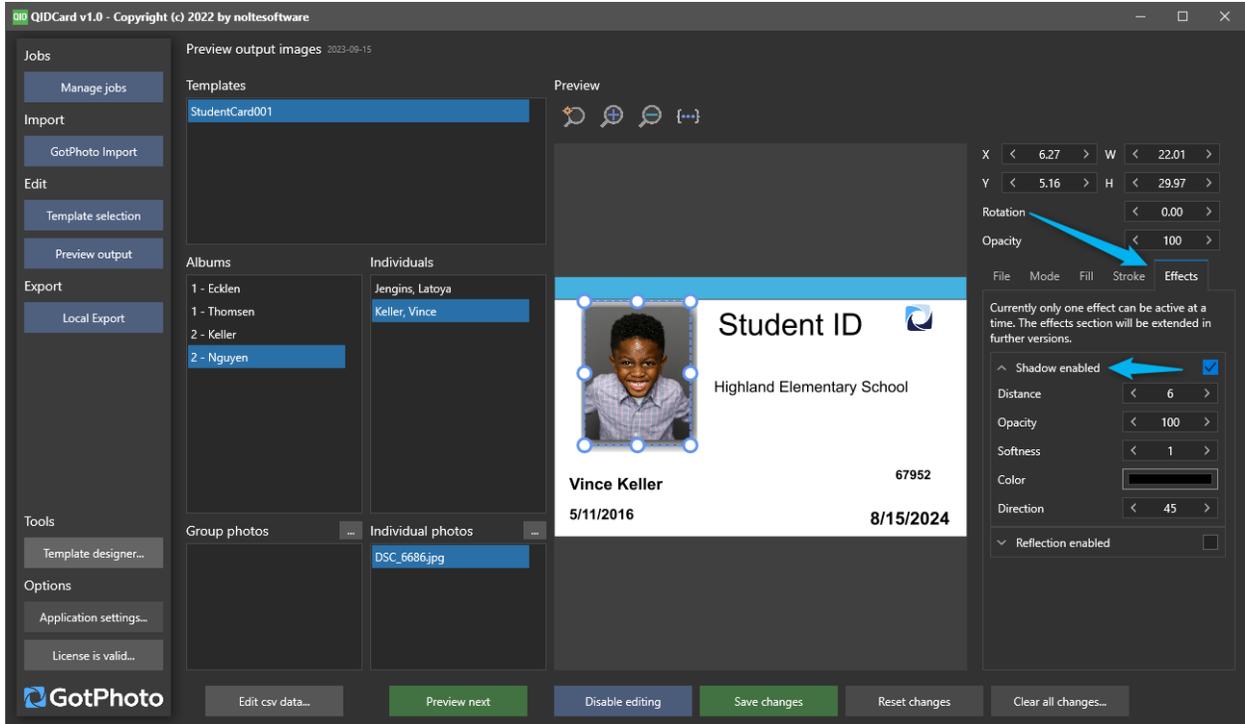


- **Stroke:** Select the thickness, color, gradient color, gradient angle, dash type and dash contour



■ **Effects:** Choose **Shadow enabled**
and define these parameters:

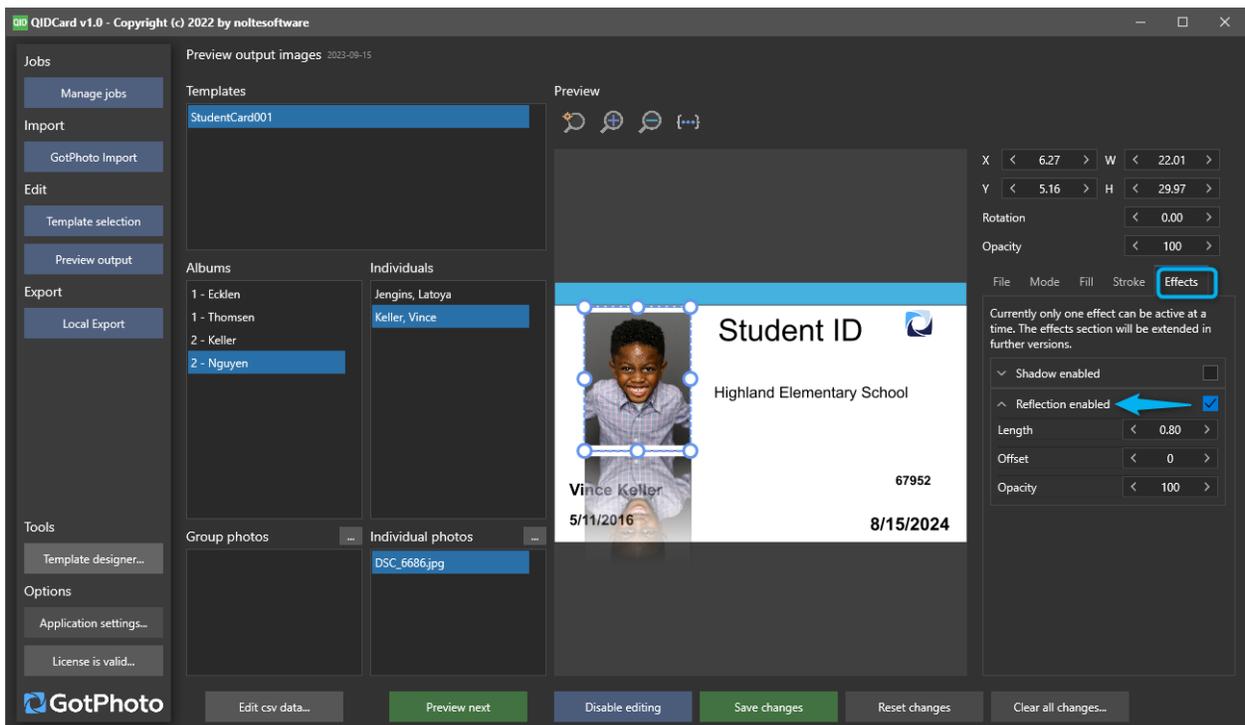
- Distance
- Opacity
- Softness
- Color
- Direction



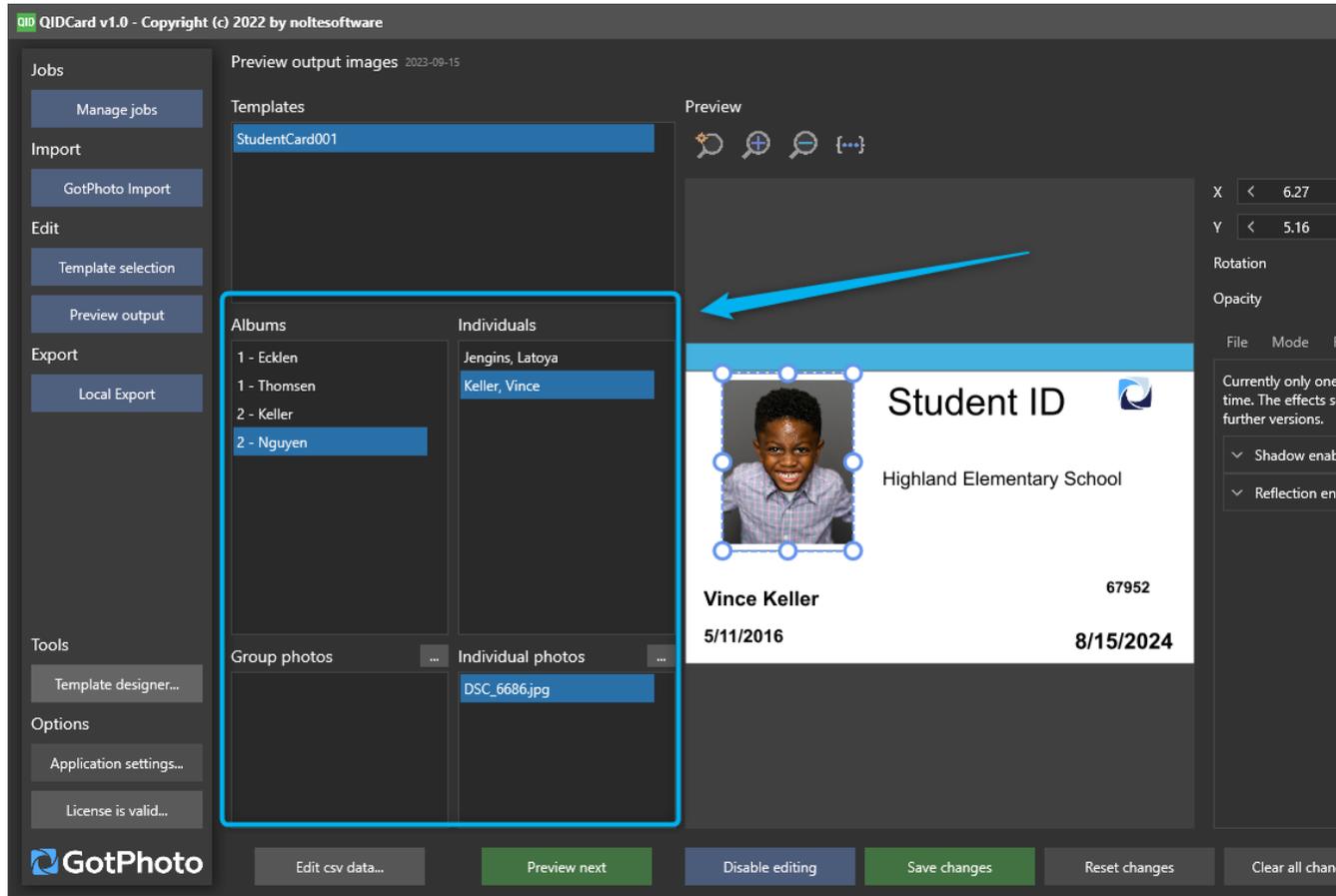
■ Or, select **Reflection enabled**

And define these parameters:

- Length
- Offset
- Opacity

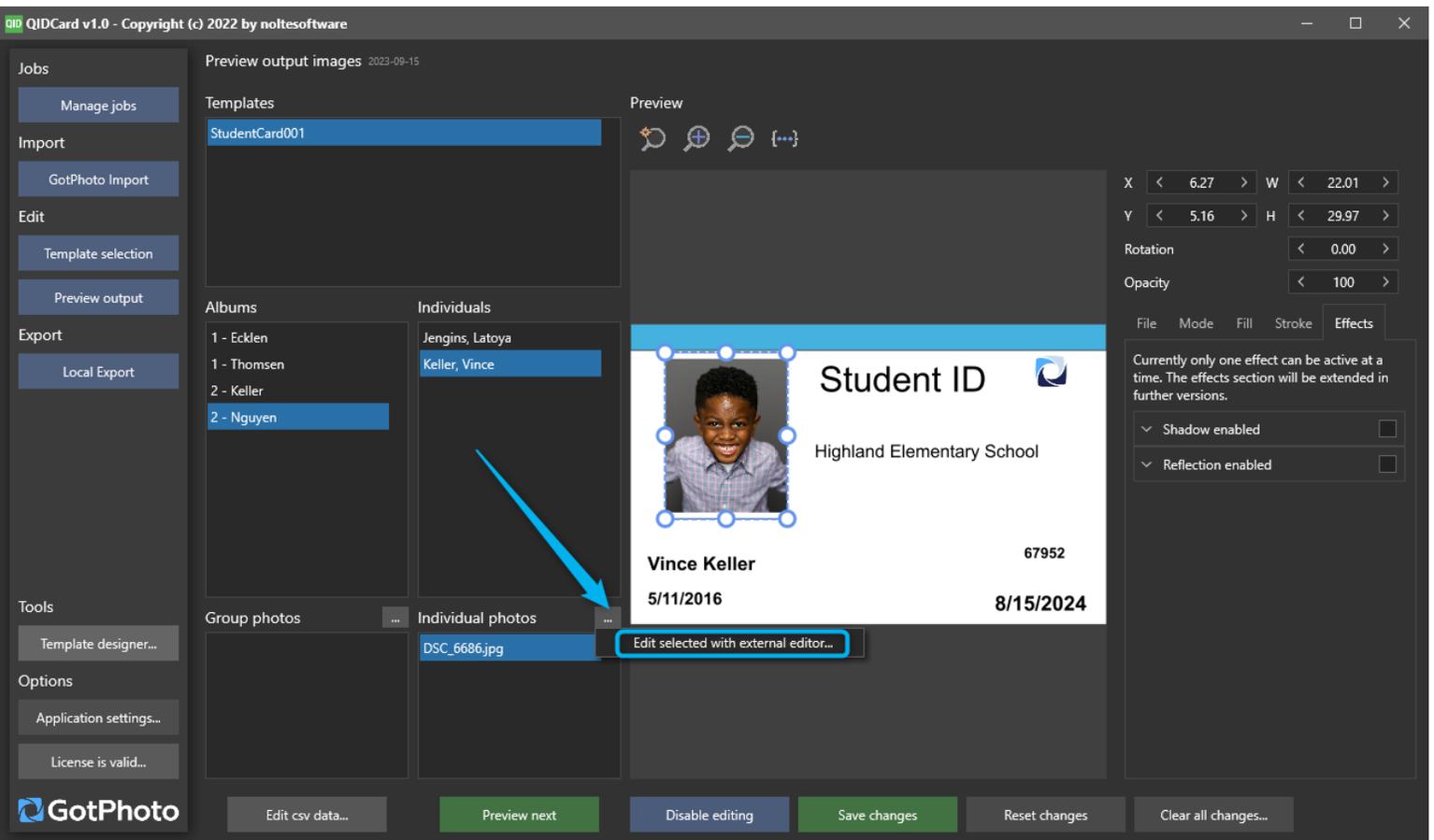


Beside the template selection, the Preview also displays these 4 areas:



- **Albums:** This section allows you to select the preview for a specific album ●
- Individuals:** Here, you can select a specific individual's preview
- **Group photos:** Not relevant for ID cards
- **Individual Photos:** Here, you can see the individual photo's filename.

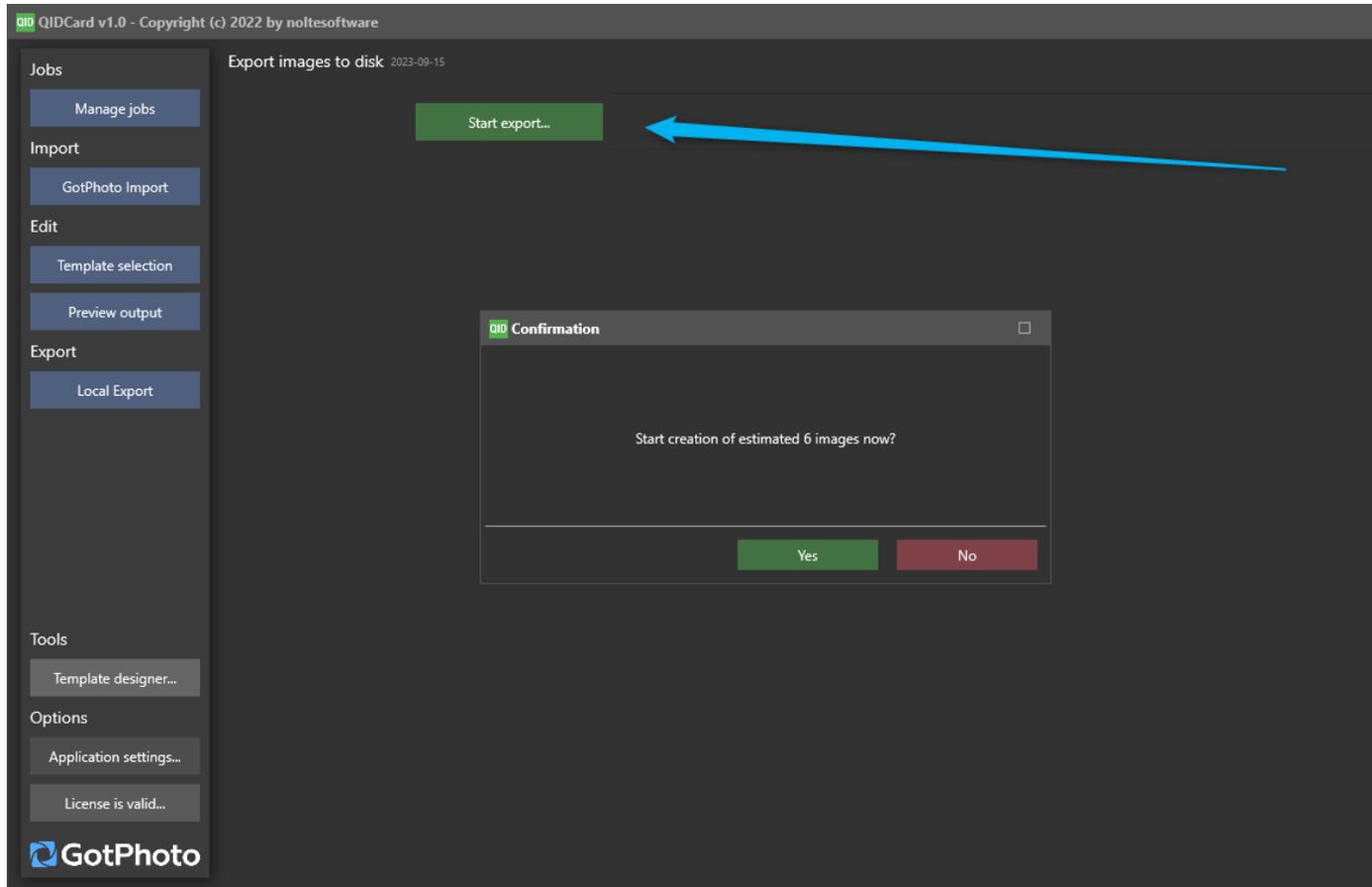
Pro Tip: Would you like to edit one of the images? Next to "Individual Photos", you will see three dots. Clicking this option allows you to edit the image in your external editor. Select your external editor (e.g., Lightroom) in your **Applications Settings** (left-hand menu).



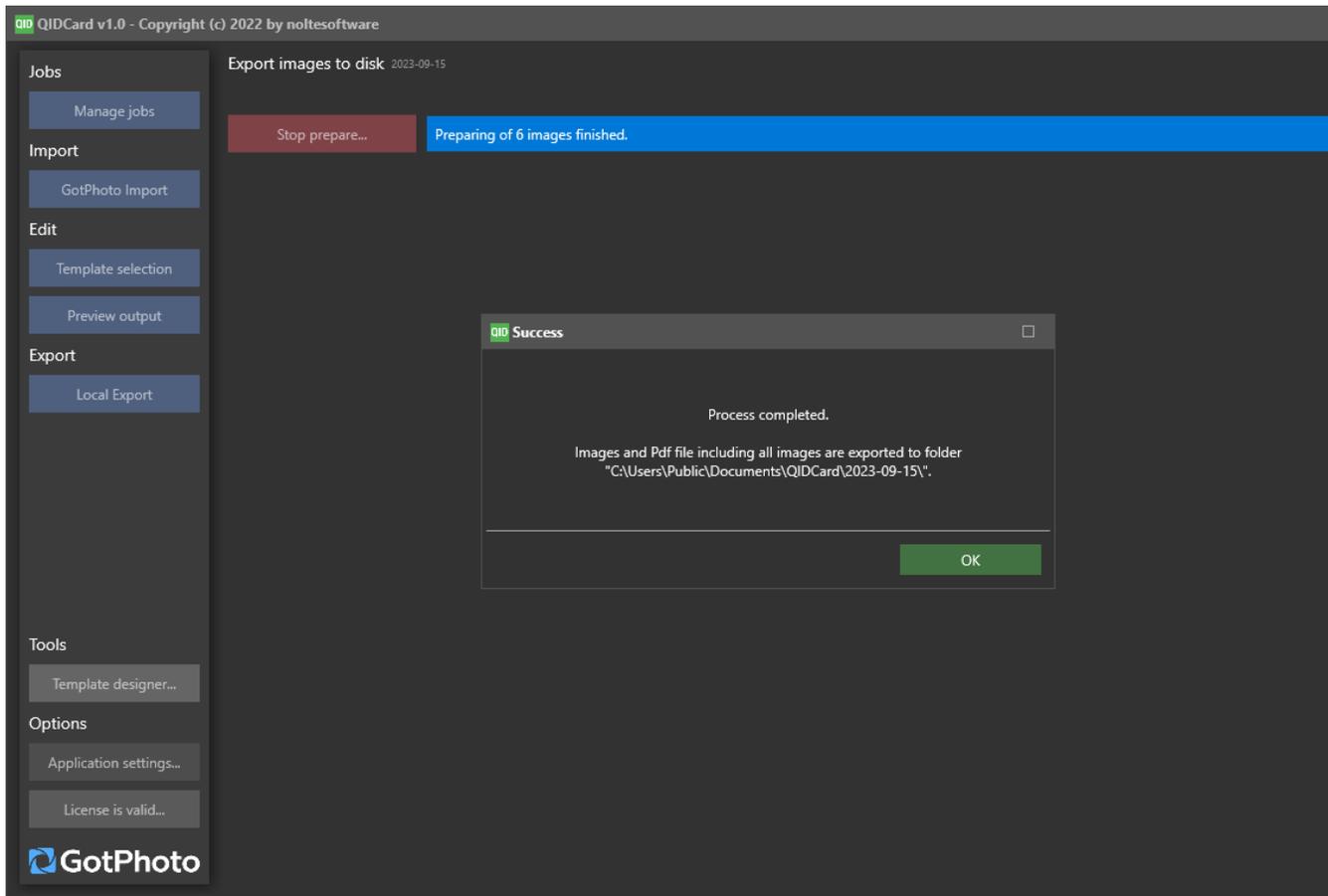
5. Local Export

- Press the **Start Export** button to create your ID card images.
- You will now see this pop-up.

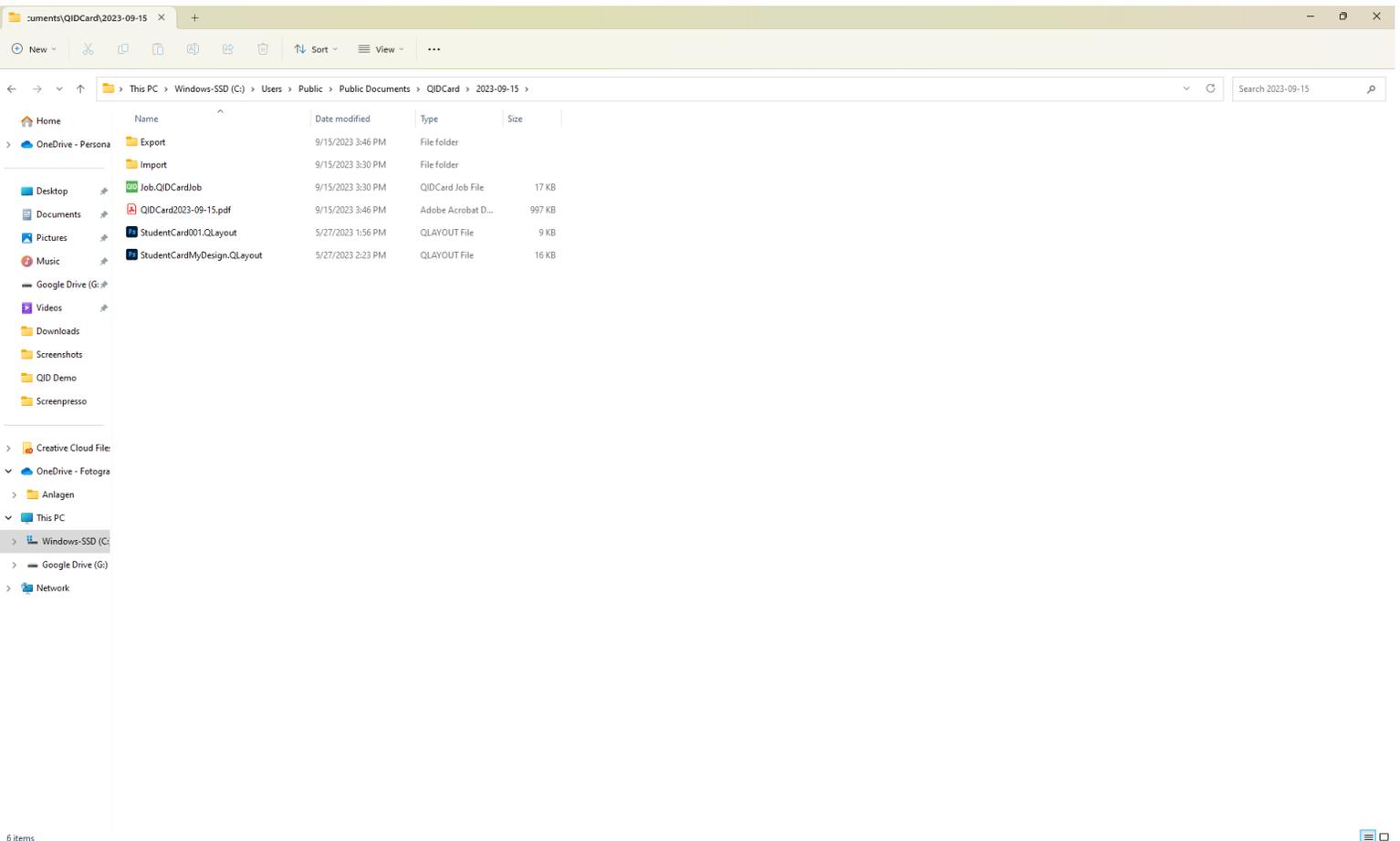
Press **Yes**.



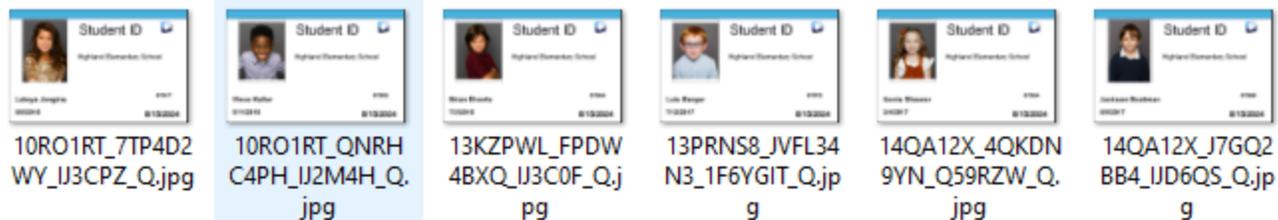
- Press **OK** once you see this pop-up. The export has been done.



- Here is a view into a QIDCard working folder:



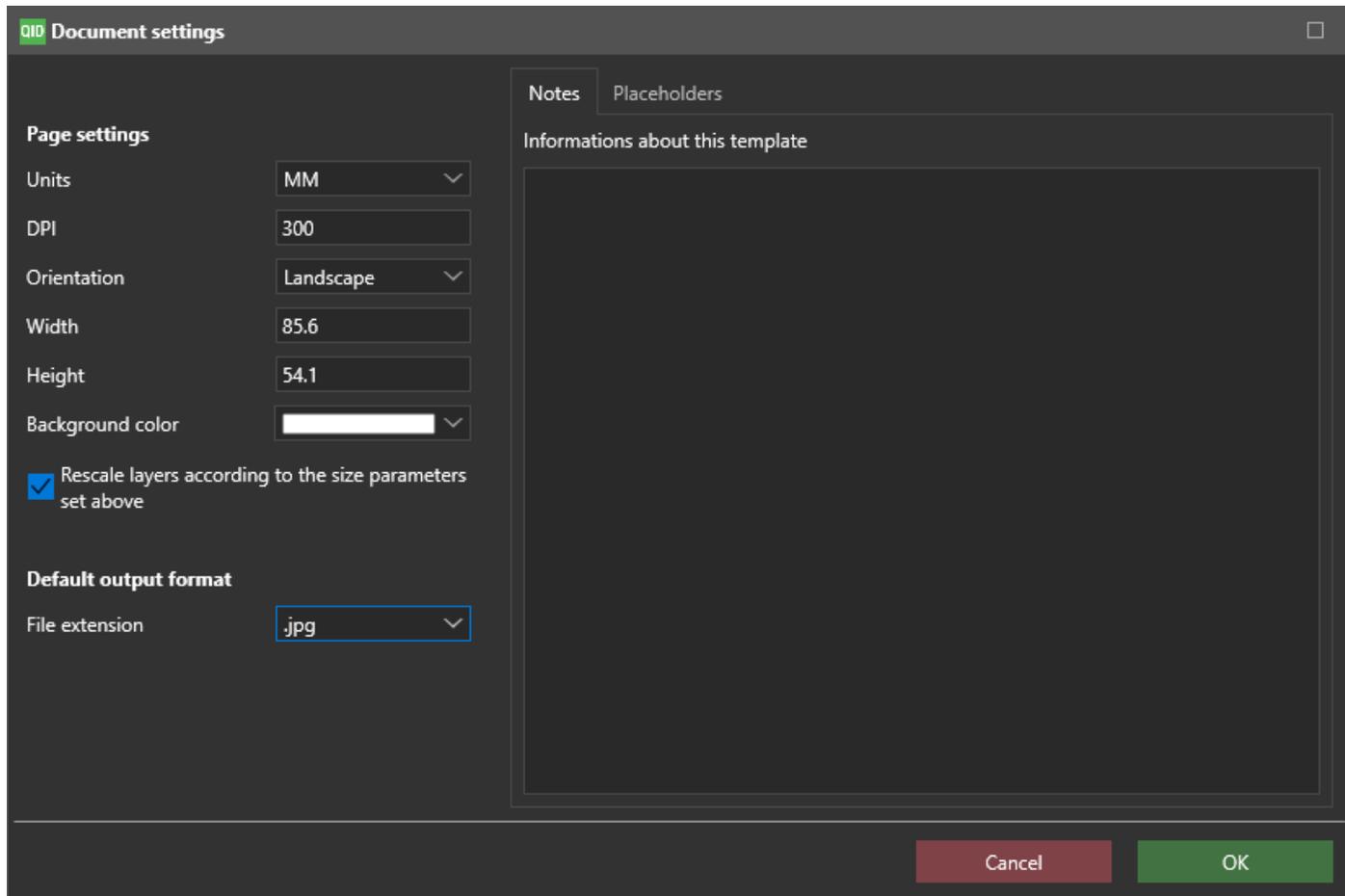
- This is how the final ID card images will appear in your Export folder:



6. Template Designer

This is the area where you can create your own custom ID card template, or where you can adjust the complementary template design that will be automatically added to our QIDCard working folder.

Once you open the template designer, you will need to define your document settings:



Page settings:

- Units: Select between pixel, inch, cm, and mm.
- DPI: We recommend keeping the value 300
- Orientation: Landscape or Portrait orientation
- Width
- Height
- Background color
- Rescale layers according to the size parameters set above: We recommend keeping this box ticked.
- Default output format: JPG or PNG

On the right side of the screen, you will find

- A field for notes
- A list of all placeholders, that you can use for your ID cards. On the bottom, you find the option to add more, and also to clear them all.

Our recommendation is to keep them all selected.

The Loop options are not relevant for ID cards; however, in case you will use the software for other purposes where you include individual and group images. ■

Individual Loop: QIDCard will generate the output files by using all individual photos available and will combine each with the team photo. Select the team image you'd like to use for the player's

■ **Group Loop:** QIDCard will generate the output files using one

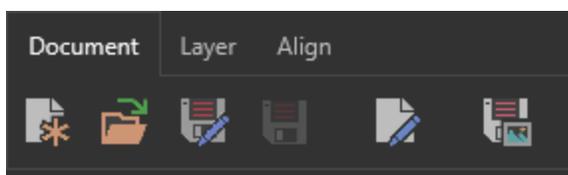
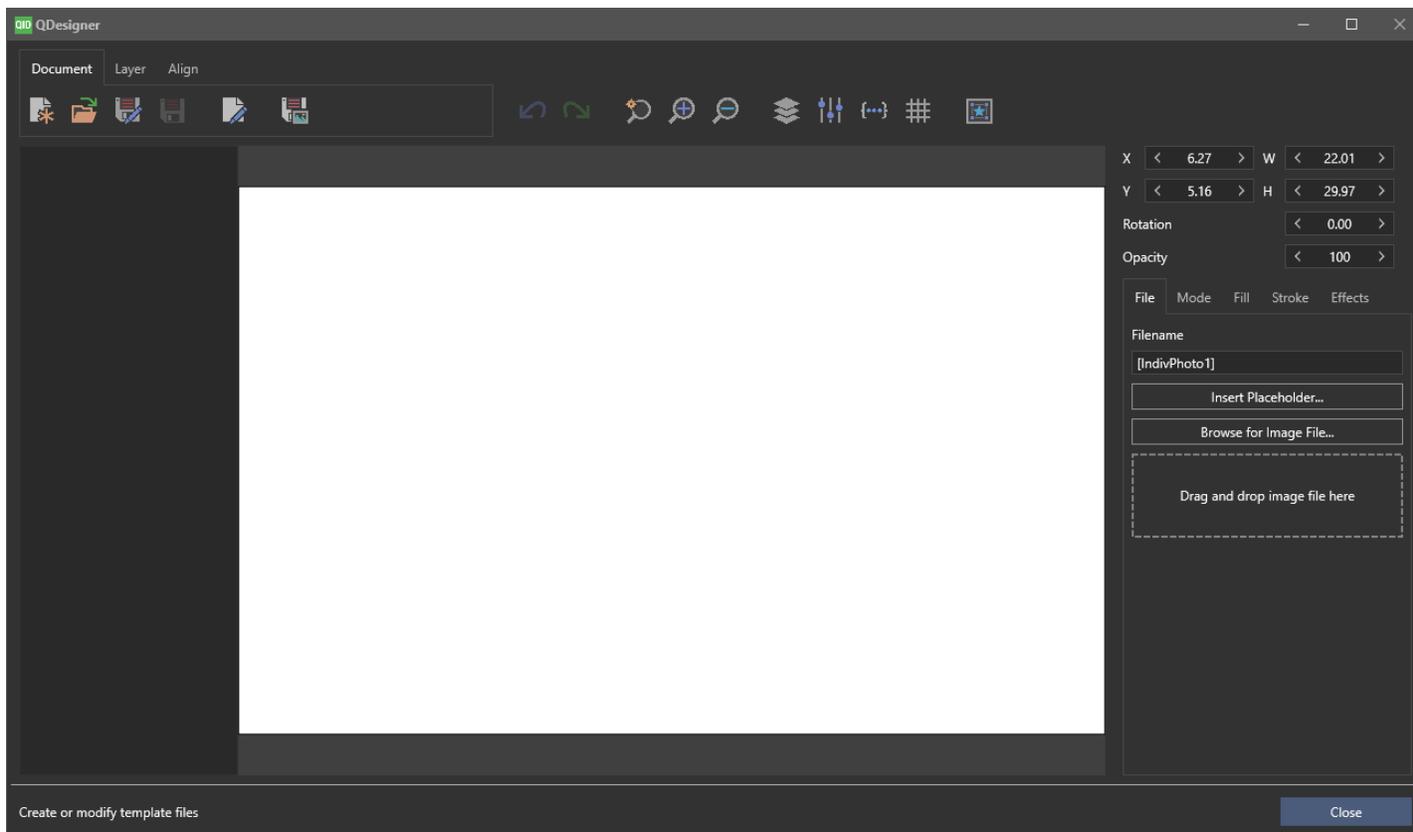
individual photo and combine it with each available group photo. Select the group photo you'd like to use for the template

- **Individual Photo 1-9:** For ID cards, you will only add one individual image. You may need more for other projects if you utilize the software for other purposes.
- **Group Photo: 1-4:** For ID cards, you won't use these placeholders.
- **Names list columns:** All names list columns can be used as placeholders, e.g., the student's first and last name, or the student ID (identifier in GotPhoto).

After defining your document settings, press **OK**.

Now, you will see the interface of QDesigner:

Pro Tip: At the end of this documentation, you will find an **Icon** guide that explains all icons used in the template designer.



Let's take a look at the **Document** options first.

1. The first icon takes you back to the document settings.

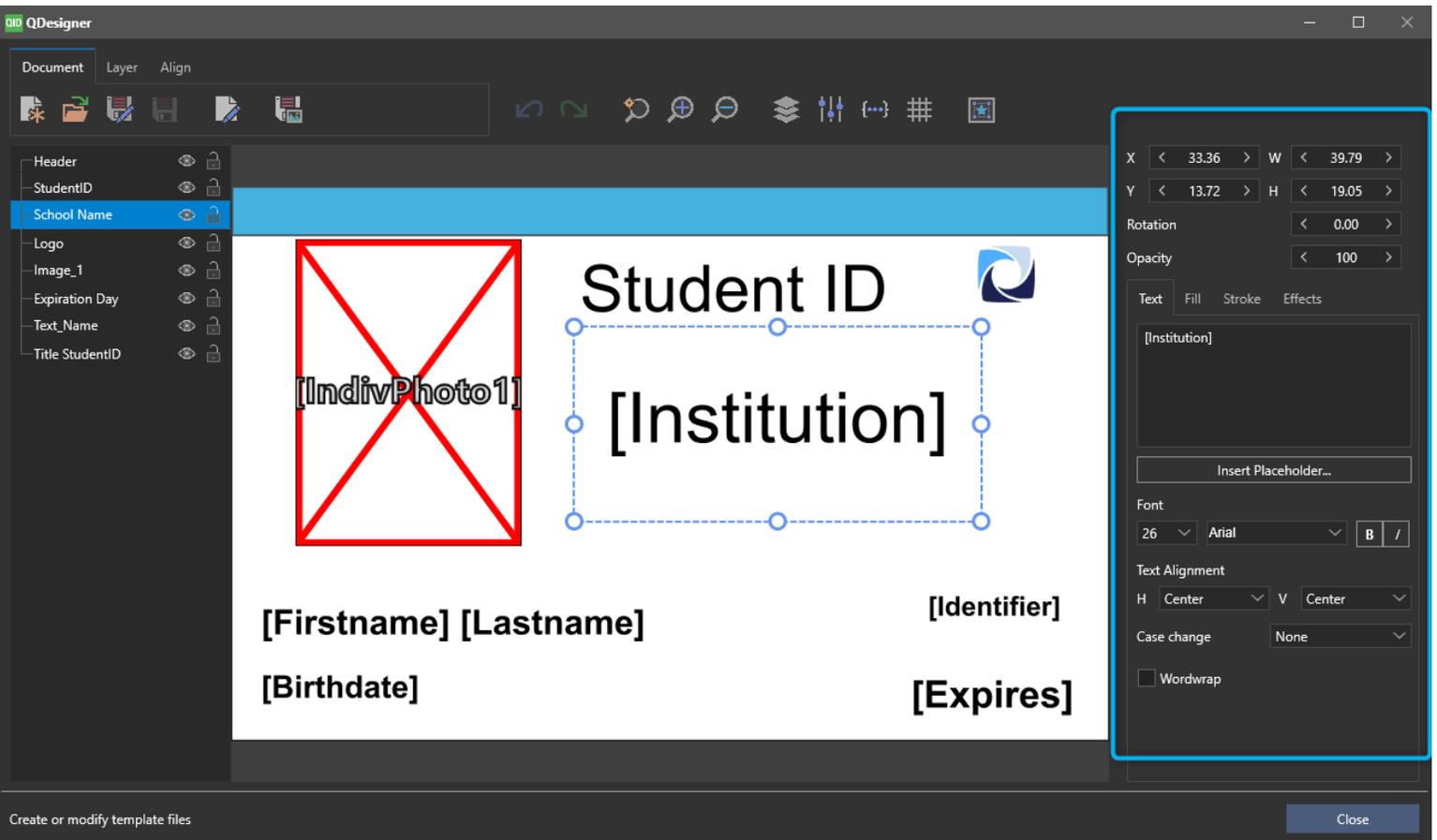
2. The folder icon takes you to your QID Folder on your machine. Here, you can select the free template that comes with the software, or open any other pre-created QIDCard design.

Please know that you can't use PSD files. Instead, you would need to export separate layers as JPG or PNG from Photoshop and add them to your QID card template. Afterward, you can save the final template as a QID Layout file, that you can select in your QID jobs.

Now you're ready to design your template! The QIDCard design engine uses layers similar to Photoshop:



- Add a new layer by hovering over the “+” sign and selecting the type of layer you want to add. There are six different layer types: Rectangular Box, Oval Box, Text, QR Code, Image, and Line. For a student ID image, you will select the image layer.
- Add the placeholder IndividPhoto1 for your image, then add text players for the text you may need to include on the card design and add the respective Placeholders to each layer:
 - The School's name) > Placeholder Institution
 - The student's first and last name > Placeholder Firstname
 - Their birthday > Placeholder Birthday
 - The expiration day of the ID card > Placeholder Expired
 - The school's logo > Instead of a placeholder, add the layer and upload the school's logo for this layer.



After you add a layer, you can customize it on the right-hand side of the screen.

You can customize options such as

- i. Size
- ii. Rotation
- iii. Shadows
- iv. Frames
- v. Adjustment Levels

Once you are done with your editing, save the template. You have two options under Document on the top left of the QDesigner:



- **Save Document:** Here, you can save your template under a new file name. The file type will be “QLayout”.
- **Save :** Save your template under the existing file name, if it was an existing file.

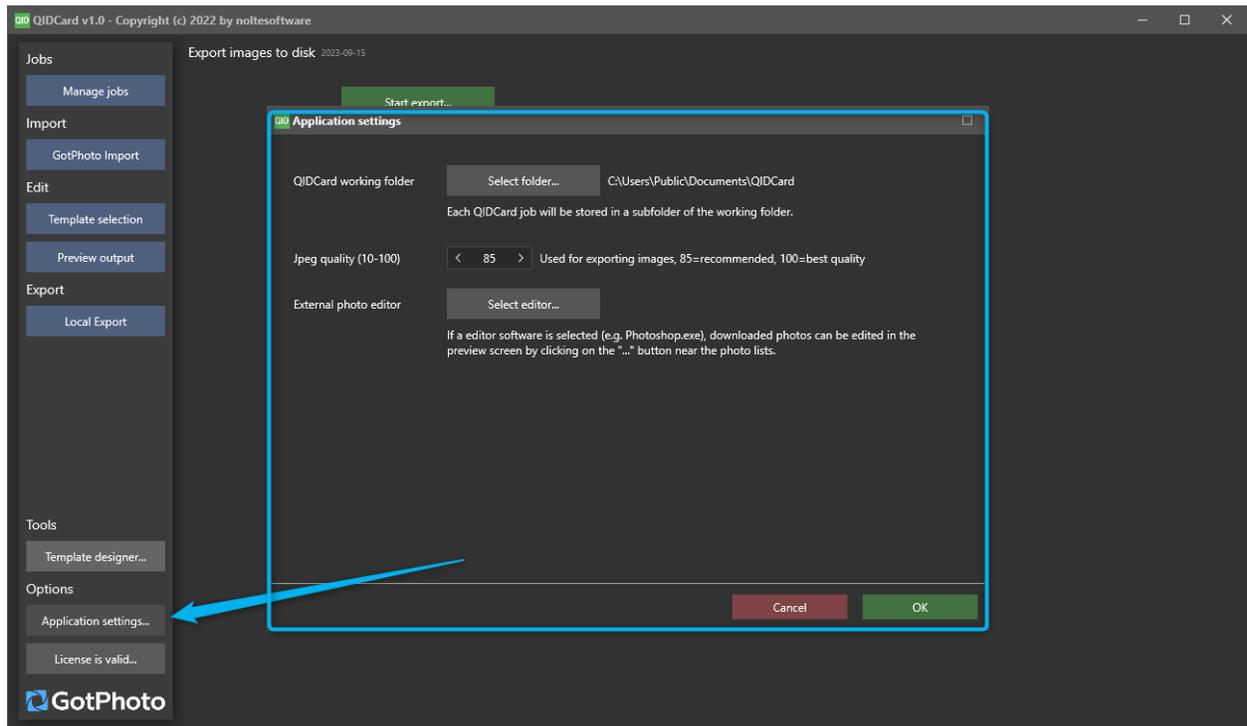
Now, press **Close** to navigate back to the main menu. You can now use your template in a new or existing QIDCard job.

7. Application Settings

In this area, you can edit the default application settings

- The location of your QIDCard working folder

- JPEG Quality
- External editor



Icon Guide



New, Open, Save Document, Save Image



Create New File



Open Existing File



Open Saved Template



Save Document



Save Document As



Save Image As



Zoom, Show Layers, Properties, Grid



Selection Tool



Zoom Out



Zoom In



Show Layers (Side Bar)



Show Layer Properties



Show Grid



Clipboard



Cut Layer



Copy Layer



Paste Layer



Undo, Redo



Undo



Redo



Add Layer, Delete Layer



Add Rectangular Shape



Add Elliptical Shape



Add Text Layer



Add QR Code



Add Image Layer



Delete Layer



Options



Edit Document Properties



Limit Objects to Page Bounds



Align Layers, Move to Front / Back



Align to Left



Center Vertically



Align to Right



Align to Top



Center Horizontally



Align to Bottom



Move Layer to Front



Move Layer to Back

Other Icons



Show / Hide Layer



Lock Layer



Image Settings



Paintmode, Cropping



Fill, Color, Gradient



Stroke Properties



Drop Shadow Properties