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# **DURAPRINT®**

## QUICK-START



Welcome to the DURAPRINT® quick-start with step-by-step instructions for easy creating of name badges or other PC-printable DURABLE products.

For detailed information to the various functions please [click here](#) to open the complete online help.

## 1. Start DURAPRINT®

The screenshot shows the DURABLE website navigation menu. The 'DURAPRINT' button is circled in red. Below it, there is a list of product categories including 'MAPPEN UND HEFTER', 'REGISTERSYSTEME', 'SCHREIBTISCHZUBEHÖR', 'COMPUTERZUBEHÖR', 'REINIGUNGSPRODUKTE', 'INFORMATIONSS- UND PRÄSENTATIONSSYSTEME', 'ORIENTIERUNGSSYSTEME', 'NAMENSSCHILDER', 'HALTER FÜR BETRIEBS- UND SICHERHEITSAUSWEISE', 'SELBSTKLEBEPRODUKTE', 'AUFBEWAHRUNGSSYSTEME', 'ABFALLBEHALTER', and 'BÜROEINRICHTUNG'. The 'DURAPRINT' button is circled in red.

From [www.duraprint.de](http://www.duraprint.de) click on the button “Start DURAPRINT” and choose your language.

## 2. Create new document

The screenshot shows the DURABLE software interface with three main options: 'Create a new online document here.', 'Open your saved online document here.', and 'Open a saved document from your pc.'. The 'New document' button is circled in red.

Click on „New document“ to start a new project.

## 3. Choose product

The screenshot shows the product selection screen. A search bar contains '8091' (3). The 'Name Badges' category is selected (1). The 'Product' table shows 'Badgemaker' products with various formats (2). The 'OK' button is circled in red (4).

Product num	Product	Format (mm)
1455	Badgemaker	90 x 54
1454	Badgemaker	75 x 40
1453	Badgemaker	75 x 40
1452	Badgemaker	60 x 40
1451	Badgemaker	60 x 30

e.g. for Name Badges 8001, 8008, 8110, 8116, 8120, 8121, 8122, 8123, 8124, 8128, 8157, 8180, 8210, 8211, 8212, 8601, 8608, 8694

Choose the **product** you want to print by choosing from a category (e. g. name badges, see 1 and 2) or fill in a **product code** (3) and click on “OK” (4)

## 4. Use database

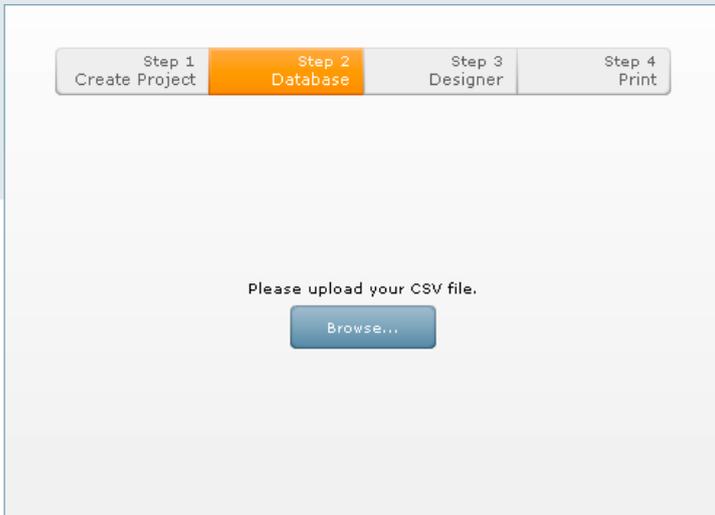
The screenshot shows the 'Import Data' dialog box. The 'Yes' button is circled in red. The 'No, may be later' button is also circled in red.

Click on “Yes” to upload for example names from a database.

For creating badges without a database, click on “no may be later” and go on with Image 8.

Further information is available in the full user manual.

## 5. Upload CSV-databases

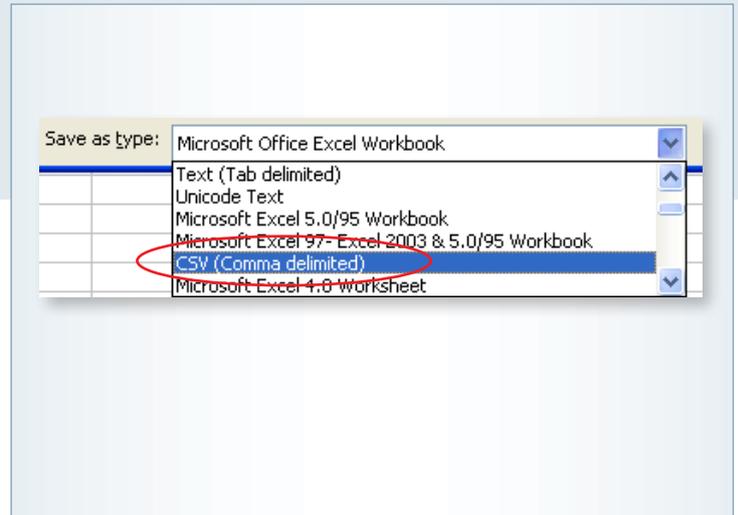


Click on **“Browse”** to upload your database, choose the file and click on **“Open”**.

**Attention!** In DURAPRINT® you can only upload CSV-files.

If you have saved your file as an Excel-document, please save it as .csv first. You'll find further information on this at 5.1.

## 5.1 Convert Excel-databases in CSV-documents



Start, for example, by creating an Excel worksheet, and name the columns with appropriate column headers (e. g., Last Name, First Name, Function, or similar).

Then select **File > Save As** to save your Excel worksheet in CSV format (in the File Type field, choose CSV (comma separated values) \*.csv).

Please mind that the name of the file format might vary depending on your operating system (see example)

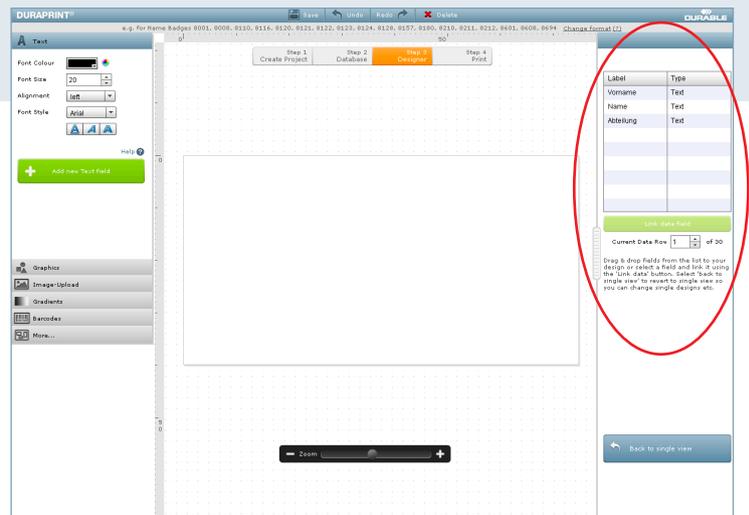
## 6. Check CSV-data



When you've uploaded your CSV-file you will get a preview of your data (here with name, surname and department). You can check your data here and click on **“OK”** if you would like to use it.

For uploading a new list, please click on **“Upload new data”**

## 7. Link database

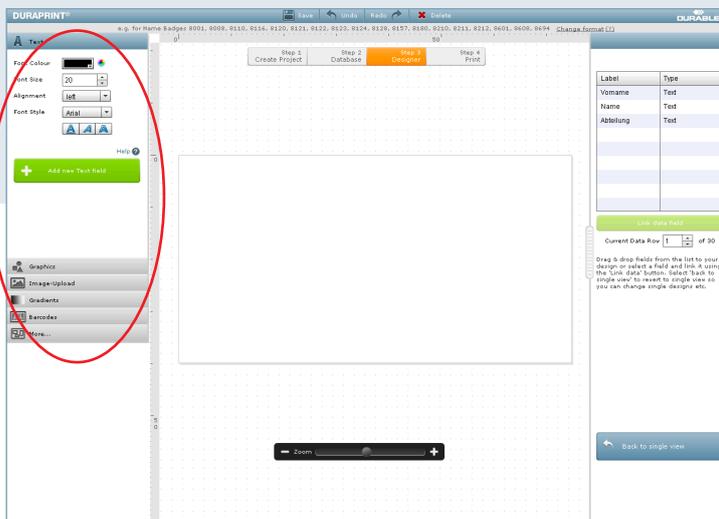


Now you can link your data fields with a product, e. g. a name badge.

On the right hand side you can see the titles of your database columns, here **“Name”** and **“Department”**.

**Drag & drop** fields from your list directly to your design.

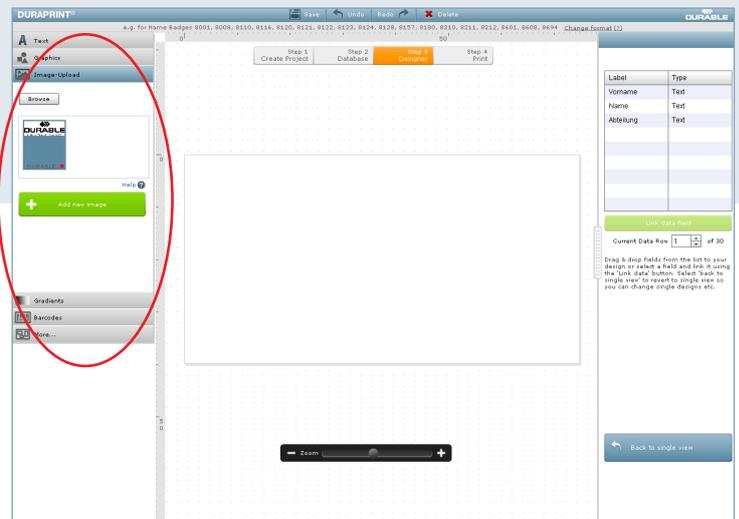
## 8. Design your insert



You can design your inserts with the tools on the left hand side. For example, you can add text fields, graphics, logos, EAN-codes etc., select a font colour, size or style of your text.

In the **database mode** you can view every single inset sheet. For changes on only single inserts, click on **“back to single mode”** and design those separately.

## 9. Add images or logos



To add images or logos, open the tool „**Image-upload**” and click on **“Browse”**. Choose the image from your PC and click on **“Open”**.

The image appears in the preview and can be added either by the green button or simply by **dragging & dropping** its thumbnail onto the design workspace.

You can now adjust the image size by the grey corners.

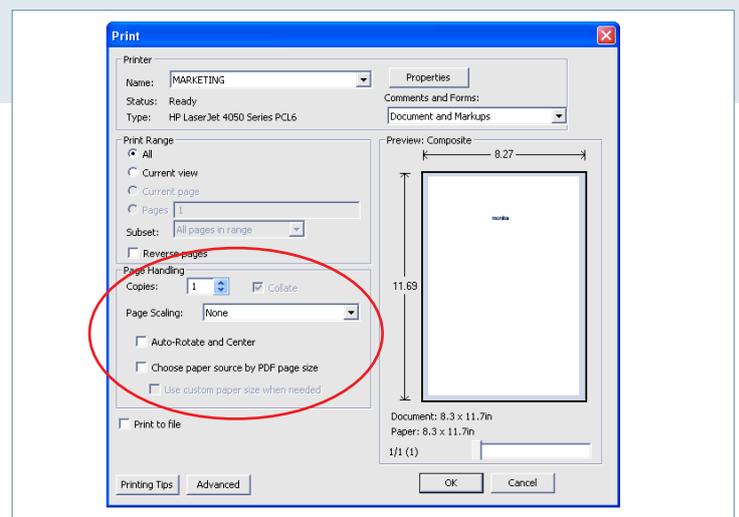
## 10. Print preview



Click on **„Step 4”** in the menu bar for getting to the print preview.

Click the **“Generate PDF now”** button to create the print PDF and then print your finished label sheets from your Adobe reader.

## 11. Print



Click on **print** and adjust your printer settings if necessary as follows:

- Page scaling: none
- Auto rotate and center
- Choose paper source by PDF size

Now you can print your inserts.

We strongly recommend a test print on plain paper.