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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 interface. At the top right is the DURABLE logo. Below it is a navigation menu with links like 'DE', 'ENG', 'UNTERNEHMEN', 'SERVICE', etc. A search bar is on the left. The main content area features the 'DURAPRINT' heading and a 'DURAPRINT starten' button circled in red. A sidebar on the left lists various product categories like 'MAPPEN UND HEFTER', 'REGISTERSYSTEME', etc.

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 software's main menu with three 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. A progress bar at the top indicates 'Step 1 Create Project', 'Step 2 Designer', and 'Step 3 Print'.

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

## 3. Choose product

The screenshot shows the 'Select a product' screen. A search bar at the top contains '8091' (circled 3). A list of product categories is shown, with 'Name Badges' selected (circled 1). Below, a table lists products with columns for 'Product num', 'Product', and 'Format (mm)'. Product 1453 is selected (circled 2). At the bottom, 'Cancel' and 'OK' buttons are shown, with 'OK' circled 4. A preview area is on the right.

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

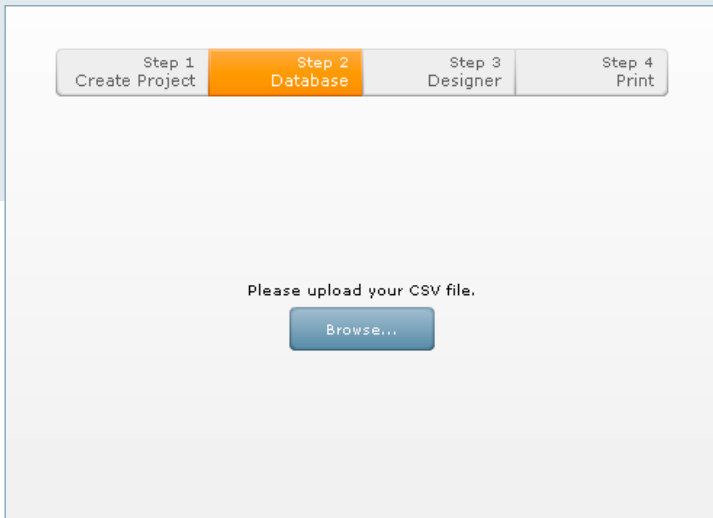
The screenshot shows the 'Import Data' dialog box. It asks: 'You can use mail merge to insert text or images from a file into your design. Do you want to import a CSV-file?'. The 'Yes' button is circled in red, and the 'No, may be later' button is also circled in red. The background shows the product selection screen from the previous step.

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

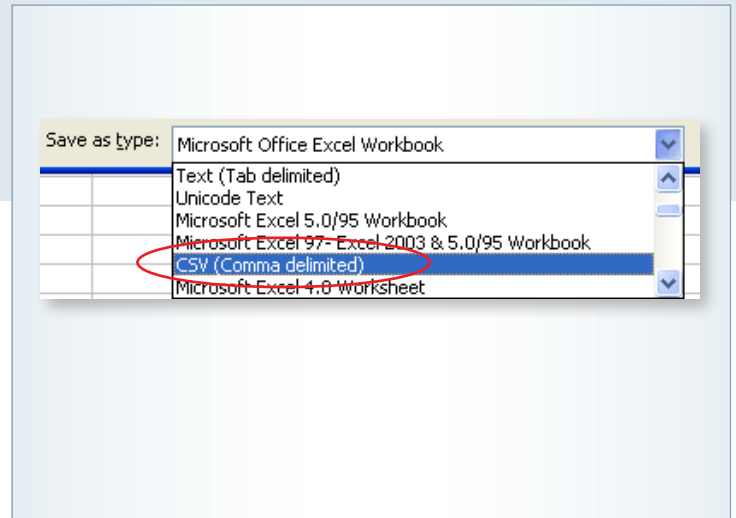


Click on **“Browse”** to upload your database, choose the file and click on **“Open”**.

**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)

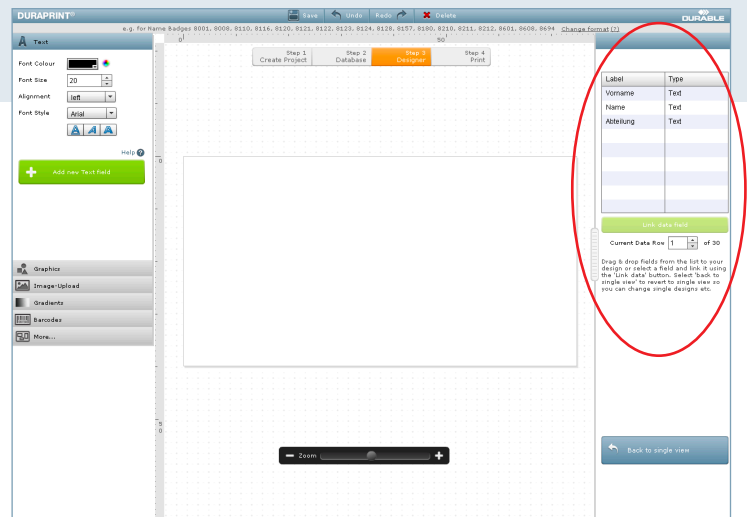
## 6. Check CSV-data



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

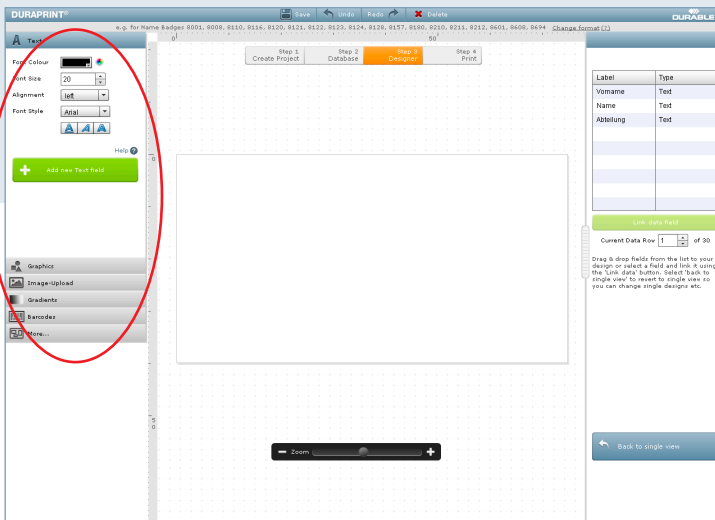


Now you can link your data fields with a product, e. g. a name badge.

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.

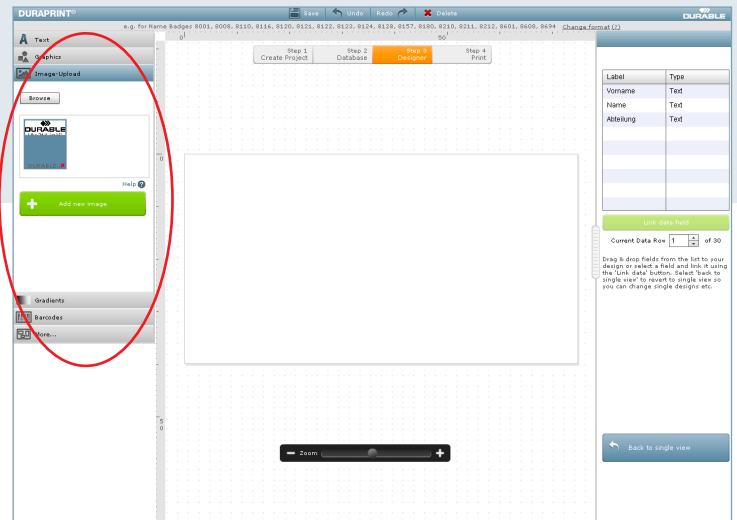
## 8. Design your insert



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

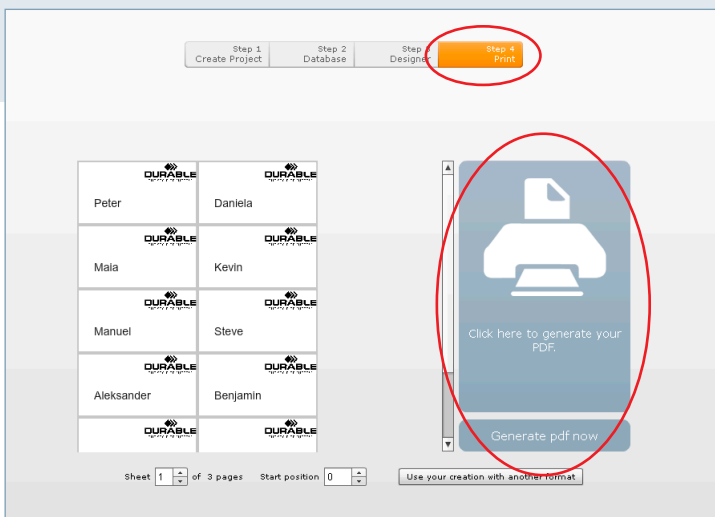


To add images or logos, open the tool „**Image-upload**” and click on **“Browse”**. Choose the image from your PC and click on **“Open”**.

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.

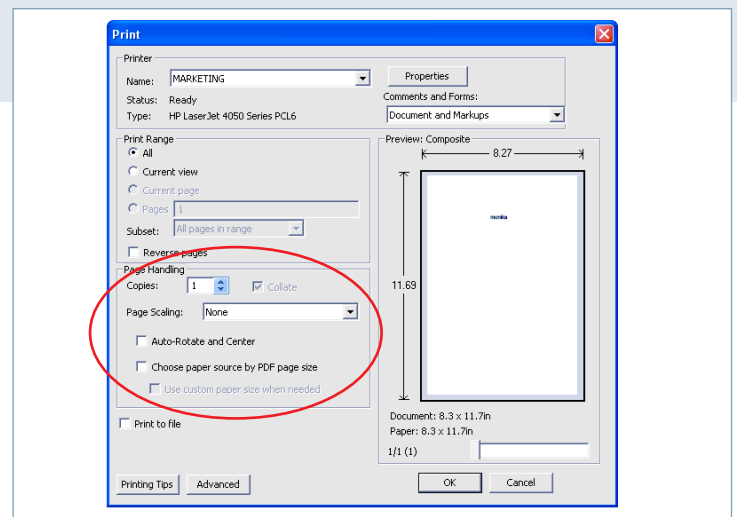
## 10. Print preview



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.