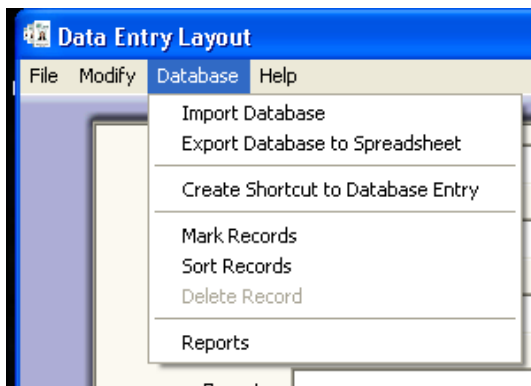


I need to duplicate / clone my ID Project.



(Fig. a)

From Data Entry Layout, select Database → Export Database to Spreadsheet. (Fig. a)
Save to your desktop, and use '12345' for the file name.

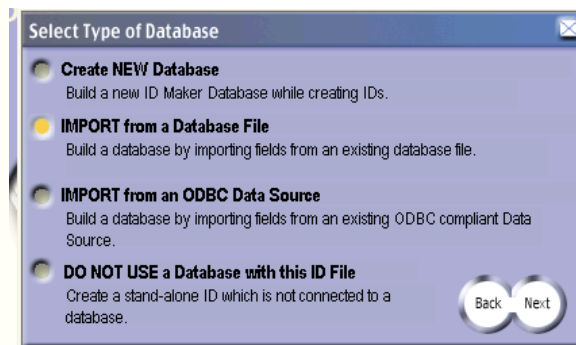
Go to the Template Editor screen. You will need to click on the card in the upper left corner, and while still holding the mouse, drag to the opposite corner, and let go. Make sure all items on your card have been selected, and are shown with the red box outline. (Fig. b)

You can also hold down the Ctrl key and click on each element individually on the template to select them all or any that were not selected using the above method.

Click on Edit → Copy, and then click on File → New.



(Fig. b)



(Fig. c)

Start a new ID project. Select IMPORT from a Database File → Next. (Fig. c) In this Open window, browse to the 12345.csv file saved on the desktop and click OK. There will be a prompt about values in the first row used as field headers; click OK. Next is a field match. All of the data fields will be data, and the Photo1 field will be a photo field, not data. *If you have barcode as a field, select DATA as the type.* Choose the correct stock and orientation and click NEXT and then click BUILD ID. Give this project a new name, and save. On the new template, you will need to delete all the fields off your card. Select each one and hit *delete* on the keyboard. Next, you will click on Edit → Paste. To save the changes, select File → Save.

Note: If you had 2-sided PVC card stock, you will have to go back to the old project, copy the back fields (as mentioned above), return to the new project, flip card, and paste those elements (as outlined above). Save again.

You can now return to the Database Editor, and import the photos and enter data as before.

ID Maker includes a full help file in the software (Help → Help with ID Maker), a quick start guide in the jewel case, and further information available on our website here: <http://www.IDville.com/Support>