

# **NPG Cloud – The Mighty Badge**



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## Notice

NPG Cloud software is hosted and maintained by Imprint Plus. Customers can log into our software and upload their personal images which are stored on Imprint Plus servers. While we make every effort to keep our site secure and safe, we do not take responsibility for loss or damage of uploaded data. Please note that there is a 25mb total upload limit per user and a per file upload limit of 2mb. Your images and templates are stored under your account, however your name data is not kept. Once you log out of your session, any name data you entered will be gone.

For any issues or comments regarding NPG Cloud, please contact [techsupport@imprintplus.com](mailto:techsupport@imprintplus.com)

## Software Overview

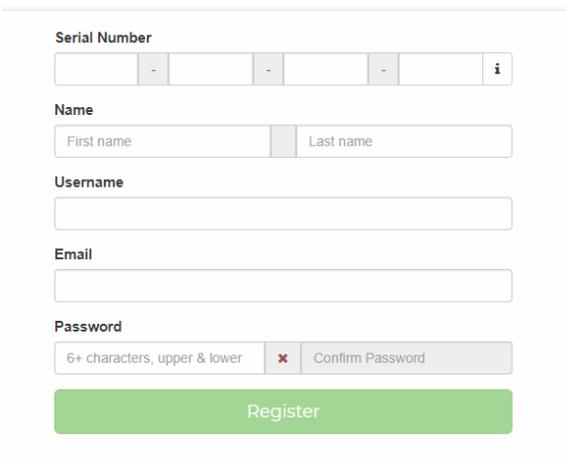
NPG Cloud is a web-based application which means it works on any modern browser (IE10+, Firefox, Chrome, Safari, Opera...)

## Registering as a new user

If you are a new visitor, click the  Register Button



Enter the **Serial Number** provided on your Activation card. Provide your **Name**, desired **Username**, **Email** address and enter a new **Password**



The registration form contains the following fields and elements:

- Serial Number:** A field with a hyphen separator and an information icon.
- Name:** Two sub-fields for 'First name' and 'Last name'.
- Username:** A single text input field.
- Email:** A single text input field.
- Password:** A field with a strength indicator '6+ characters, upper & lower' and a 'Confirm Password' sub-field.
- Register:** A large green button at the bottom.

## Creating Your Own Design

From the Data Entry Screen, select  Edit to be brought to the design screen

**Template Properties**

Name: IP New

Badge: MD - Medium (3" x 1")

Background: [Color Selector]

Rotation: 0°

**Layers**

IP New

- 1 Title
- 2 Name
- 3 [Logo]

**Buttons:** Save, Save As, Reset, Delete, Cancel

**Annotations:**

- Rename your Template Properties Name
- Change size of your namebadge/signage
- Change background to match your back plate (White, Aluminium, Bronze, Gold)
- Rotate your logo/image
- Add a new text box
- Add a new image
- Sort or delete layers
- Save changes, save a new template, reset or delete the template you are working on

## Text boxes

**Textbox Properties**

Width: 1.7184 | Height: 0.3897

Top Offset: 0.2574 | Left Offset: 1.2118

Rotation: 0°

**Name**

Name: [Placeholder]

Font: Brandon Regular | Size: 14

Case: Normal | UPPER | lower

Font Color: [Color Picker]

Letter spacing: [Slider]

Options: [Print] [Lock] [Mandatory]

Dropdown: [Dropdown Icon]

**Annotations:**

- Manually enter in values, or click and drag the object on canvas
- Enter your placeholder name
- Select a font and point size
- Force case to be Normal, UPPER or lower
- Select font color
- Choose whether text will print, be editable or mandatory
- Tune text box into a drop-down of customized names

## Images

**Image Properties**

Manually enter size and location of image or click and drag the object on

Width: 0.6778      Height: 0.661

Top Offset: 0.174      Left Offset: 0.2191

Rotate your image

Rotation: 0°

Choose whether image will print or whether it can be changed in data entry

Choose whether or not an image will span the entire template

Background: No

Force image to outline or keep aspect ratio of image

Yes      Aspect Ratio

Search for an image on your computer

Search ...

Save      Save As      Reset      Delete

Cancel

The screenshot shows a 'New\_Default' template with a 'LOGO' placeholder and input fields for 'Name' and 'Title'. The 'Image Properties' panel is open, showing various settings for the selected image. Red arrows point from text annotations to the corresponding controls in the panel.

## Personalized Templates

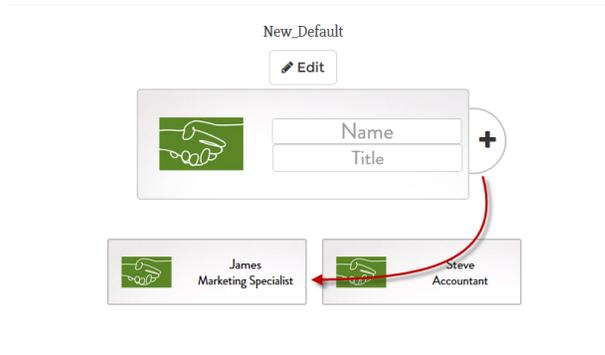
Your personalized badges will be saved under **My Templates** category



## Entering your Data

### Data Entry Screen

Once you have customized your template you can begin entering your names immediately.

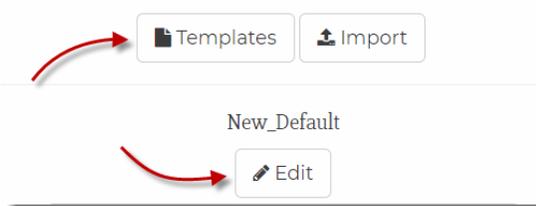


If an image has a cloud upload button when you hover over it, you can upload your own personalized image from your computer in any major flat file image (bmp, jpg, png etc.)



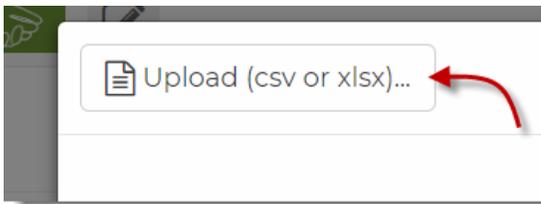
## Changing or Modifying Templates

You can click on the **Templates** button to bring up a large selection of pre-made templates in different signage/badge sizes and layouts or you can click the **Edit** button to make your own design



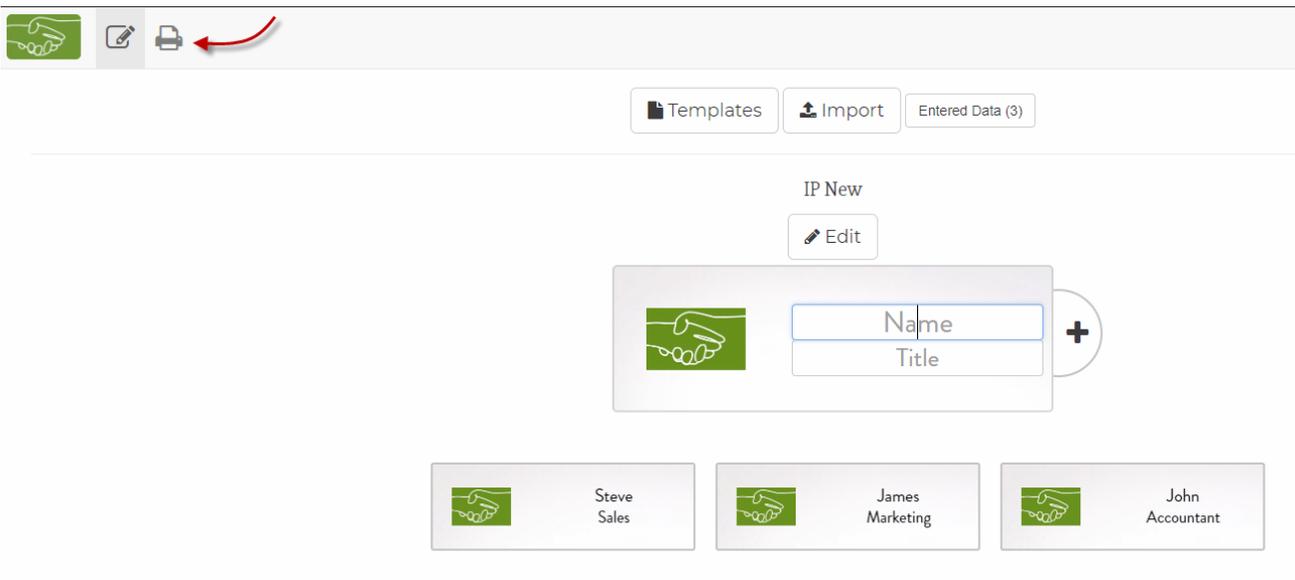
## Importing Data

From the Data Entry Screen, select Import and choose **Upload** to import data from a CSV or xlsx file

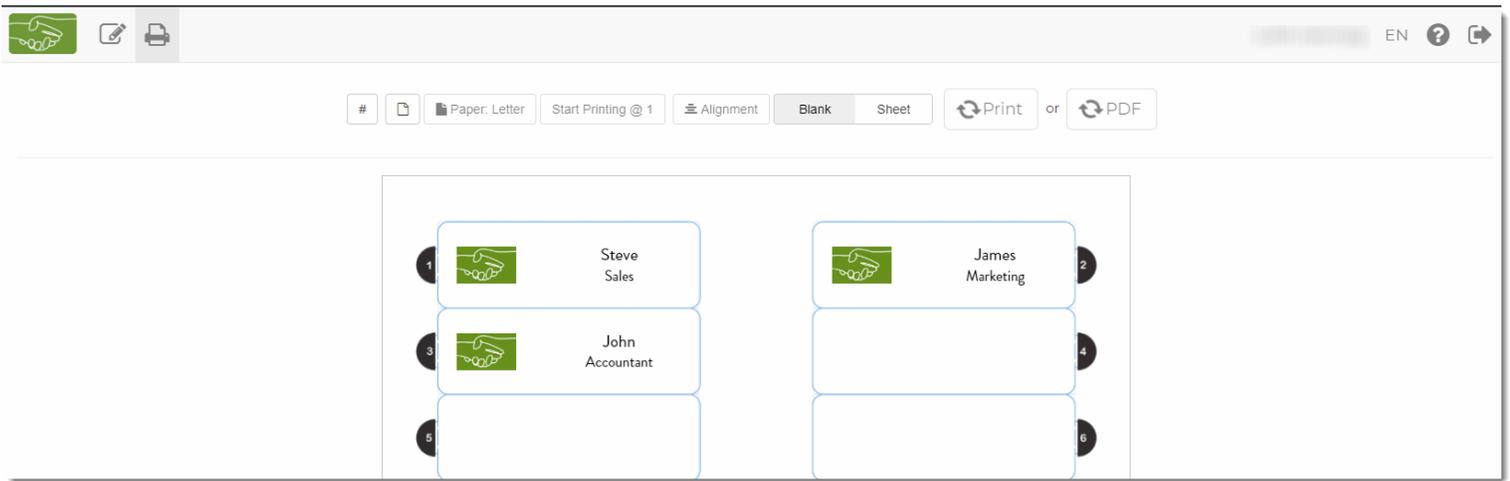


## Printing

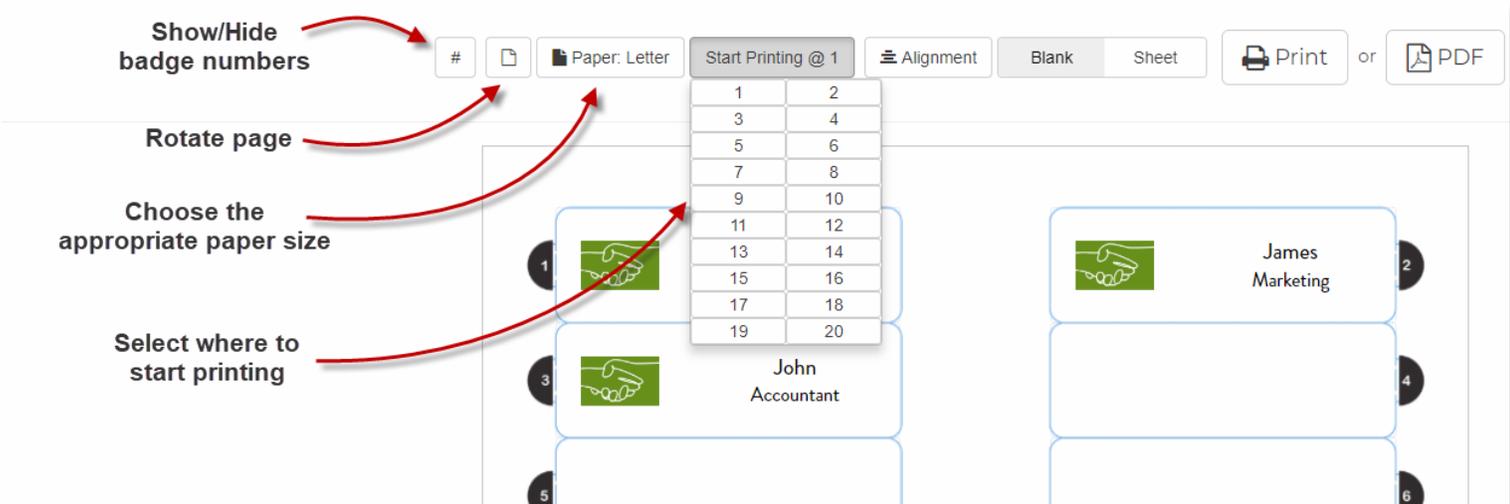
When you are done entering your names, click the  button



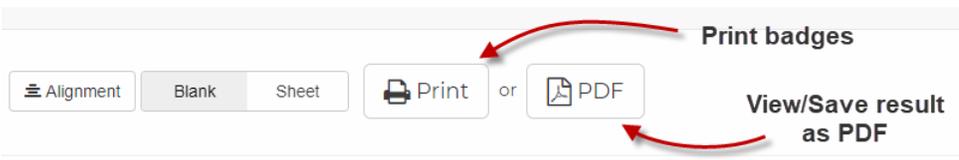
## Print Preview Screen



Use the “Start Printing @” button if you are printing on an insert sheet that has already been used

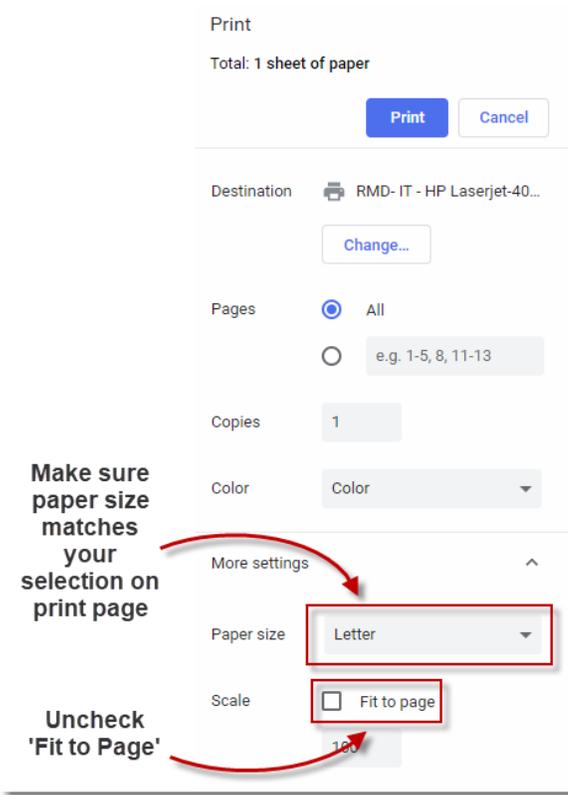


Click “Print” to print badges or Click “PDF” to save file (Saving as PDF will allow you to print your badges at a later time or transfer them to print at another location)

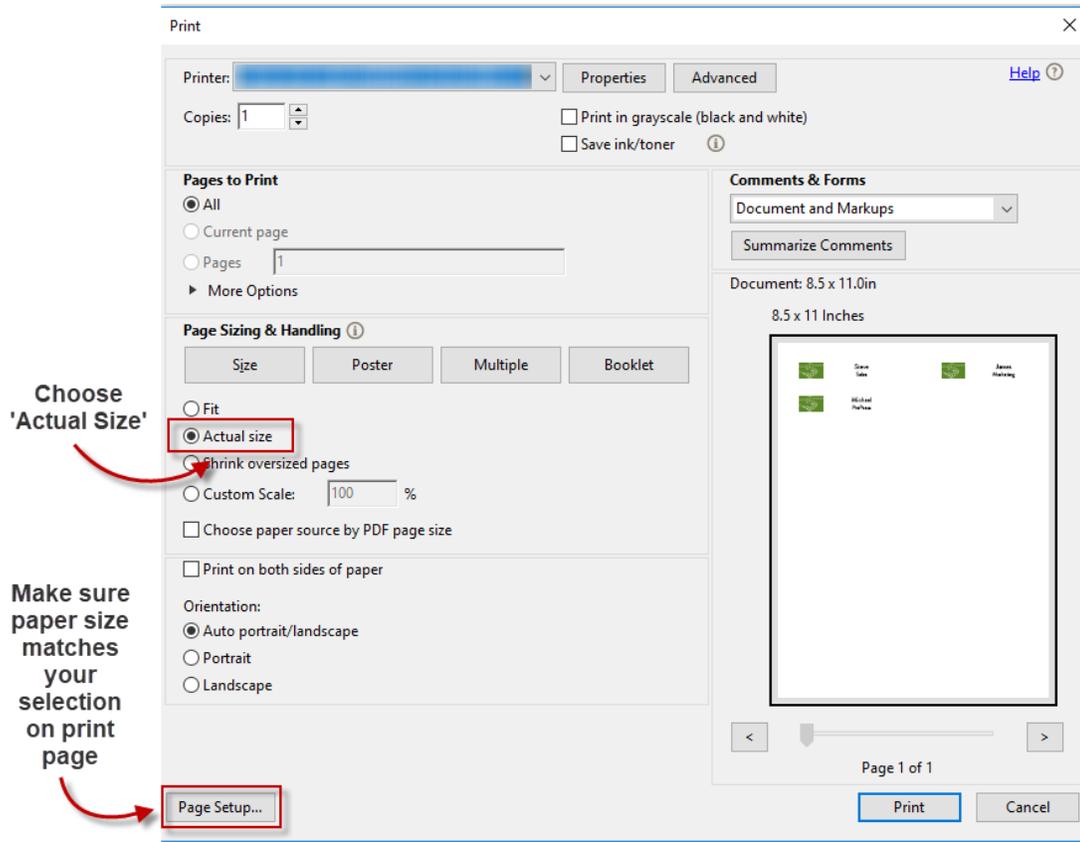


## Set Printer settings

Chrome Print Dialog



Adobe Acrobat Print Dialog



## Printing your signage / Name badges

Letter, A4 and Envelope sheets are supported



## Alignment

The alignment wizard is very simple and powerful. If you find that your badges are not coming out perfectly aligned, simply click the  Alignment button from the Print Preview page and slide the vertical and horizontal circles until the representation shows how your inserts printed, click save and then re-print your sheet(s) again. Your inserts should now come out aligned

