



Data Preparation and Specification

Thermal Printing

1) All files should be supplied in either the format of a text file, CSV or any version of Microsoft Excel. In Excel the data must be layed out as follows; one record per line (row) and one field of information per column.

2) Thermal printing equipment relies on a clearly defined field separator to split the information from one field position to another. This means the fields may have as little or as much information in them as required, as long as there is a field separator that is NOT used within the field. For example, if a comma is used as a field separator, you cannot have a comma within the data file.

3) Almost any character can be printed, and all characters have different spacing requirements. A "W" will use more space than an "I". This is known as proportional spacing. Generally, the maximum number of characters across the card is 30, but this will vary depending upon the chosen font size and style. The bigger the font size, the less characters across the card.

4) Text can be in upper or lower case, but remember that whatever is on the data file is what will be printed.

5) The recommended layout of the file when viewed should be as follows (this can be done by typing "edit {filename}" from the Dos prompt):

{encoding}, {MemberNo}, {MemberName}, {Category}, {Expiry}

For Example Only:

```
8634D00001,00001,JOHN CITIZEN,LIFE,98/99
8634D00002,2,BOB NEWBIE,MEMBER,98/99
S634D84623,84623,Boris Bear,ASSOCIATE,98/99
8634D23972,23972,Sarah CONNOR,,98/99
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Note: However the details are presented in the field (upper or lower case, leading zeros or not, etc) is how they will appear when printed onto the card. If a field is empty, then this should be acknowledged, with the same number of field separators appearing (refer to the sample above with the record Sarah CONNOR)

6) Thermal Printing can be in any 90° direction on the card, and in any orientation. Note that if printing in a Portrait mode, the number of characters across the card will be reduced to 18 characters.

7) Fields can be Left Justified, Right Justified, Centered or Stretched across the field space. This is based upon the start and finish positions of the fields, and has no relation to the card edge (unless the field is the full width of the card).

8) Not all Windows fonts are available, however the majority of commonly used fonts are covered (e.g. Times Roman, Arial). Point sizes from Windows fonts have no relation to the point sizes available on the Thermal Printing machines, however if this assists in indicating the type size required, please advise and the font will match as closely as possible.

9) Encoding should always be first – and be corresponding to the customer's requirements. If this is not possible, then an accompanying letter should clearly identify which field is to be used for Encoding.

10) Each file for processing should be on a separate data file clearly marking which information should be processed on what cards.

11) Thermal printing can appear on any side of the card, as long as it is not to be printed onto the Magnetic Stripe or Signature Panel.

12) An alternative File to supply would be a Microsoft Excel file, with the information split as follows:

- One record per line (row)
- One field of information per column

Cardserv can receive any version of Microsoft Excel file.

Note: If you have more than 5,000 records to be supplied in this format, please split the file into maximum file sizes of 5,000 records. These files are to be named in order in which to print, ie File 1, File 2, File 3, etc.

Should you have any additional queries, then please do not hesitate to contact us on (02) 9482 5222.