

How to prepare the database and photos for the teacher ID card?

1. Photo and signature preparation.

- Coloured photos and signatures (in black) should be prepared in a resolution of approx. 300dpi.
- All photos should have the same dimensions, adapted to the size of the field for printing the photo (20x25), saved in a "jpg" or "tif" format.
- All photos should be saved in the same format, either in a "jpg" or "tif" format. Each photo should have the owner's name in the database (see point 2).
- The signature should be placed in the field approx. 40 x 12mm and name the scanned signature file with the name of the owner. All photos should be saved in the same "jpg" or „tif” format.

2. Personal database preparation.

- The file with the personal database should be sent in the "xls" format (MS EXCEL format) and saved under the name of the school.
- The database should contain as many columns as the data fields on the ID card (possible additional column with an ordinal number).
- The surname and the first name field has to be filled with CAPITAL LETTERS. If the name or surname is longer than 14 characters, it must be divided into 2 lines.
- The employer's name field also filled in with CAPITAL LETTERS. If the name of the employer is longer than 30 characters, it must be divided into a maximum of 4 lines. Caution! The employer should not be the school complex, but the actual school.
- The validity date field should be in a "ddmmyyyy" format.
- The name of the photo and signature placed in the database should be identical to the name of the file that contains the photo (signature scan). Particular attention should be paid to capital and small letters, polish fonts, spaces, and photo file extension.