

# Data File Requirements for Personalization

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## INKJET PRINTING DOD REQUIREMENTS

- All data files should be received in .txt (Text Tab Delimited) or .csv (Comma Delimited) format
- Each column of data should have a column header describing what data is in the column
- Each field on the card should be in its own column in the data file
- Please DO NOT put commas or quotations in the data file, this will cause the information to print incorrectly
- Do not put blank lines in the file or hide columns or rows in the file

***PLEASE DO NOT PUT ANY DATA IN YOUR FILE THAT YOU DO NOT INTEND TO BE PRINTED ON YOUR CARDS***

\*PLEASE NOTE: When data from your file is random (not a sequential number) a small sequential number will be imaged on your cards for control purposes

## EMBOSSING REQUIREMENTS

- Build your document to the size of the final product (trim size) + .125" (1/8") bleed outside of document
- All data files should be received in .txt (Text Tab Delimited) or .csv (Commo Delimited) format
- Please DO NOT put first and last names in separate columns
- Make sure all alpha characters are CAPITALIZED
- Do not put blank lines in the file
- Do not hide columns or rows in the file

***PLEASE DO NOT PUT ANY DATA IN YOUR FILE THAT YOU DO NOT INTEND TO BE PRINTED ON YOUR CARDS.***

### SAMPLE DATA FILE

NAME	COMPANY NAME	ADDRESS	CITY	STATE	ZIP	CARD NUMBER	ENCODING TR 1	ENCODING TR 2
JOE SMITH	ABC COMPANY	123 STREET	ANYWHERE	MN	55555	11221 0001 00001	11221000100001^0012	11221000100001-0112
JOHN DOE	ABC COMPANY	123 STREET	ANYWHERE	MN	55555	11222 0001 00002	11221000100001^0012	11221000100001-0112

## EMBOSS SPECIFICATIONS

- Standard card size 3 3/8" x 2 1/8" or CR80
- Simplex Emboss Characters at 10 characters per inch / 28 characters per line;  
ABCDEFGHIJKLMN OPQRSTUVWXYZ  
1234567890  
& - / . , ` @
- OCR Emboss Characters at 7 characters per inch / 20 characters per line;  
1234567890
- All emboss characters print upper case
- PVC Plastic – UV Coated or Laminated (No Styrene)
- Minimum 20 mil or Maximum 30 mil (All other thicknesses must be tested)
- Image area 1/4" from all sides of card

## ENCODING SPECIFICATIONS

Standard card size is 2 1/8" x 3 3/8" or CR80

Encodable characters on Track 1 are Alphanumeric & Separators as follows:

1. ABCDEFGHIJKLMNOPQRSTUVWXYZ
2. 123456789/.\$-^[ ]\Space
3. Start Sentinel % End Sentinel ?
4. Maximum data character length 76

Encodable Characters on Track 2 are Numeric & Separators as follows:

1. 123456789=<>:
2. Start Sentinel ; End Sentinel ?
3. Maximum data character length 37

Encodable Characters on Track 3 are Numeric & Separators as follows:

1. 1234567890=<>:
2. Start Sentinel ; End Sentinel ?
3. Maximum data character length 104

## THERMAL IMAGING SPECIFICATIONS

- Standard card size 3 3/8" x 2 1/8" or CR80
- Duplex thermal available
- Preferred card – Laminated
- Minimum thickness 20 mil / Maximum thickness 30 mil
- UV Coatings – must test
- Will reproduce most fonts and graphics in several sizes – provide sample of artwork to determine reproduction quality
- Thermal colors available –  
gloss silver, gloss gold, matte silver, matte gold, red, light blue, dark blue, green, black, white and scratch off
- Image area 1/8" from all sides of card