How to Make an ID Badge Using TrustID V4

Joshua Baird - 2026-09-02 - Public

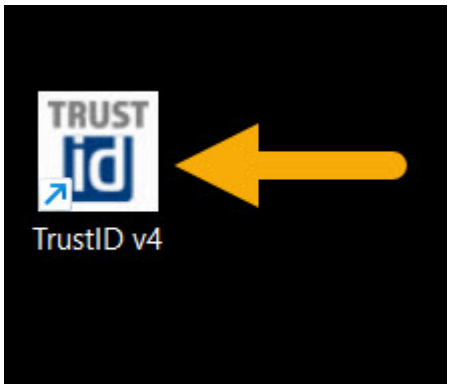
Introduction

This guide will show you how to create an ID badge using TrustID version 4.

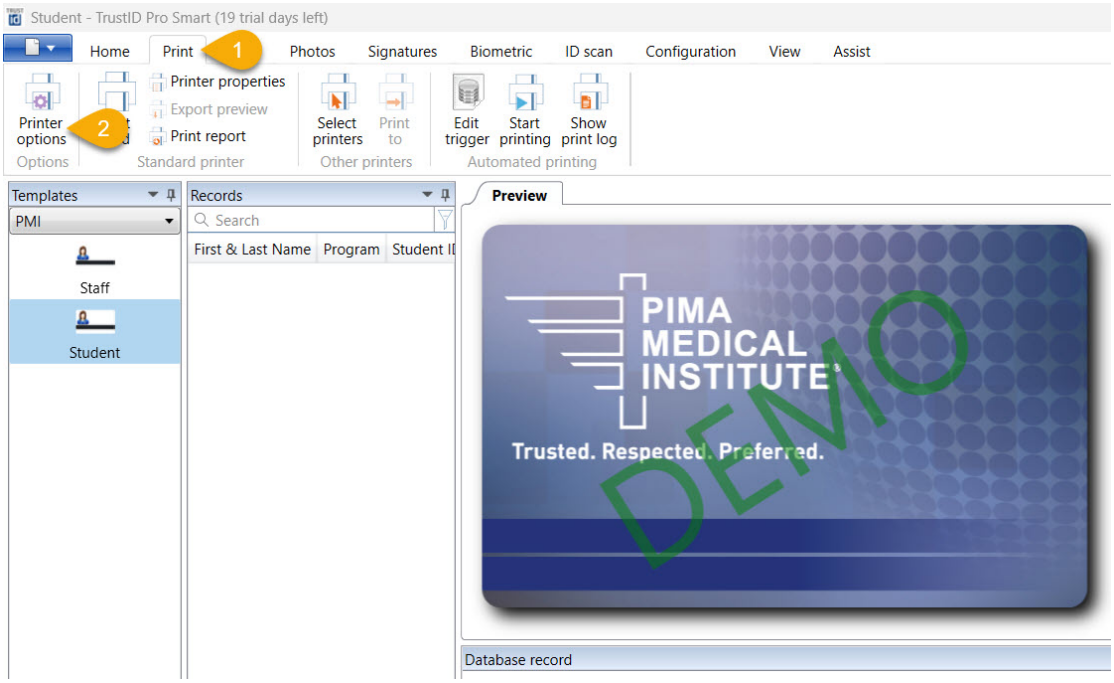
Setting the Default Printer

If this is your first time launching TrustID v4, you will need to select the default printing device for printing the ID badges. If you have completed this step, proceed to the “Adding a Database Record” section of this article.

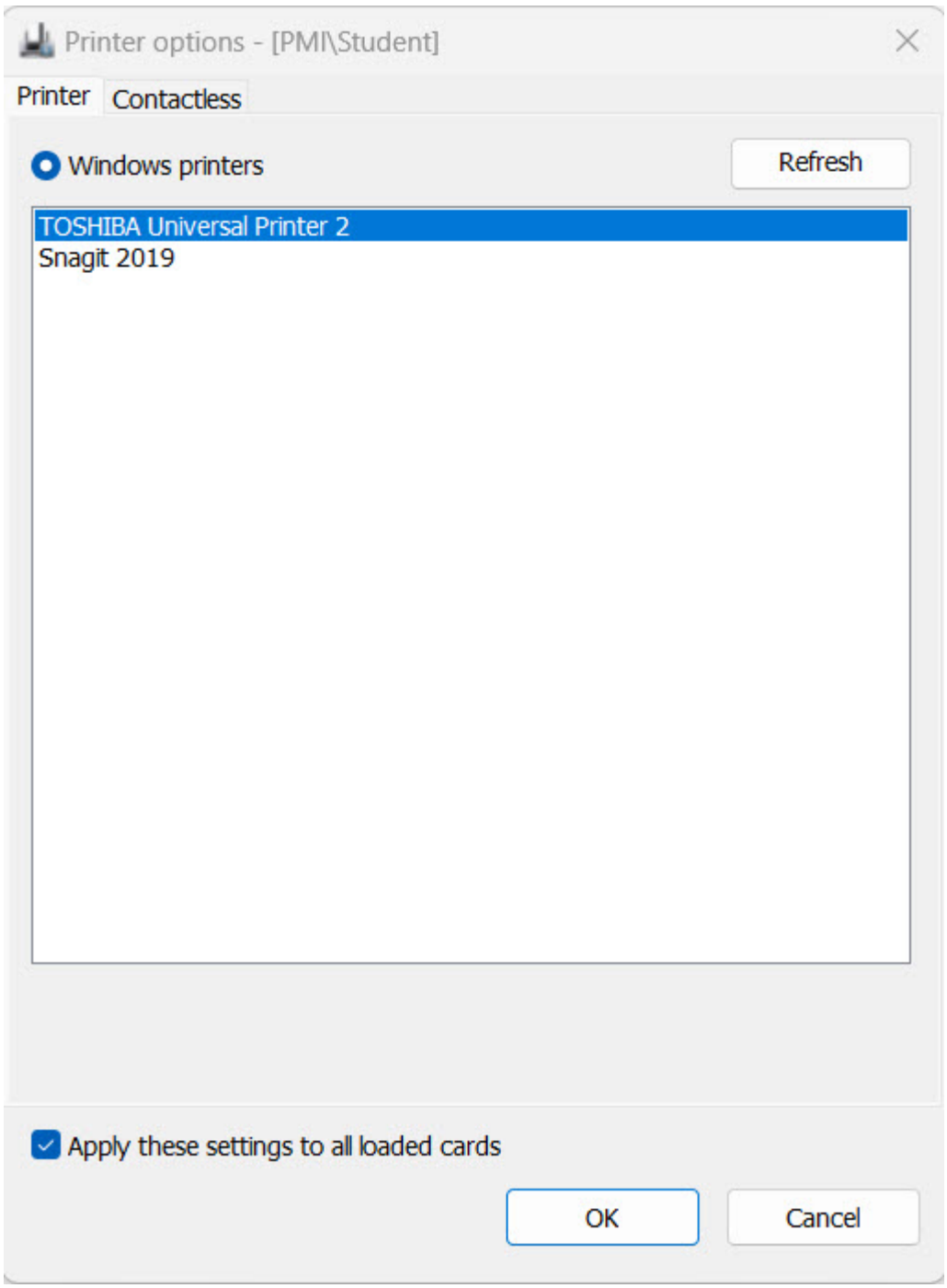
Step 1. Double-click the TrustID v4 application shortcut located on the desktop.



Step 2. Select the Print tab from the main ribbon interface and click Printer options.



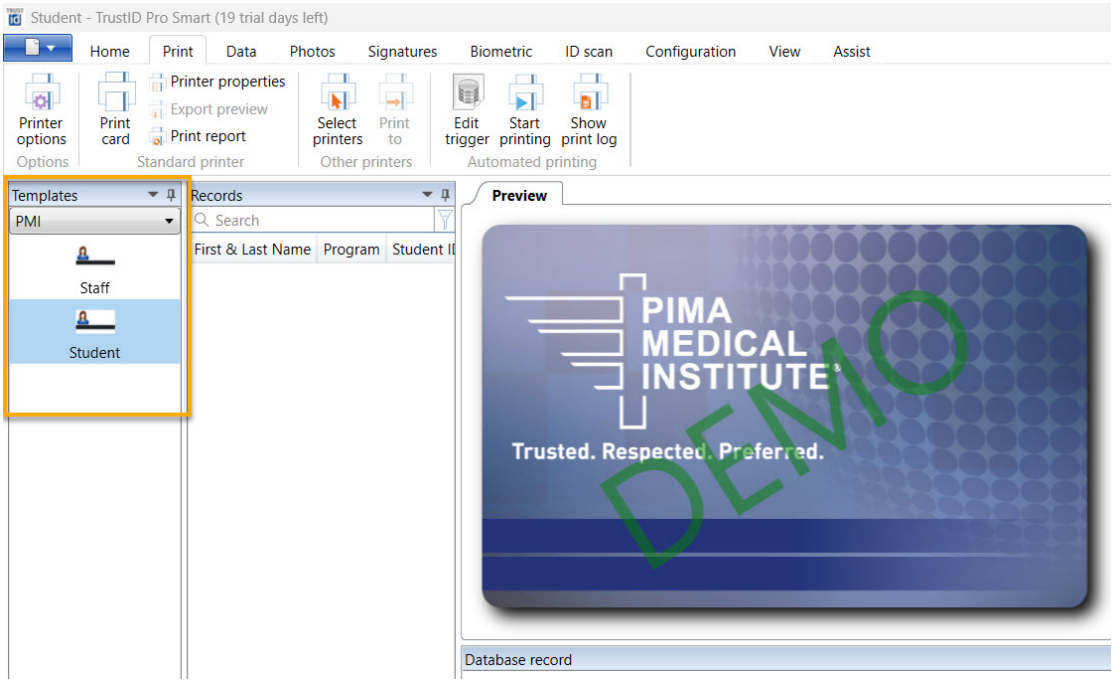
Step 3. Select the appropriate Magicard printer from the Printer options window and click OK to save the changes.



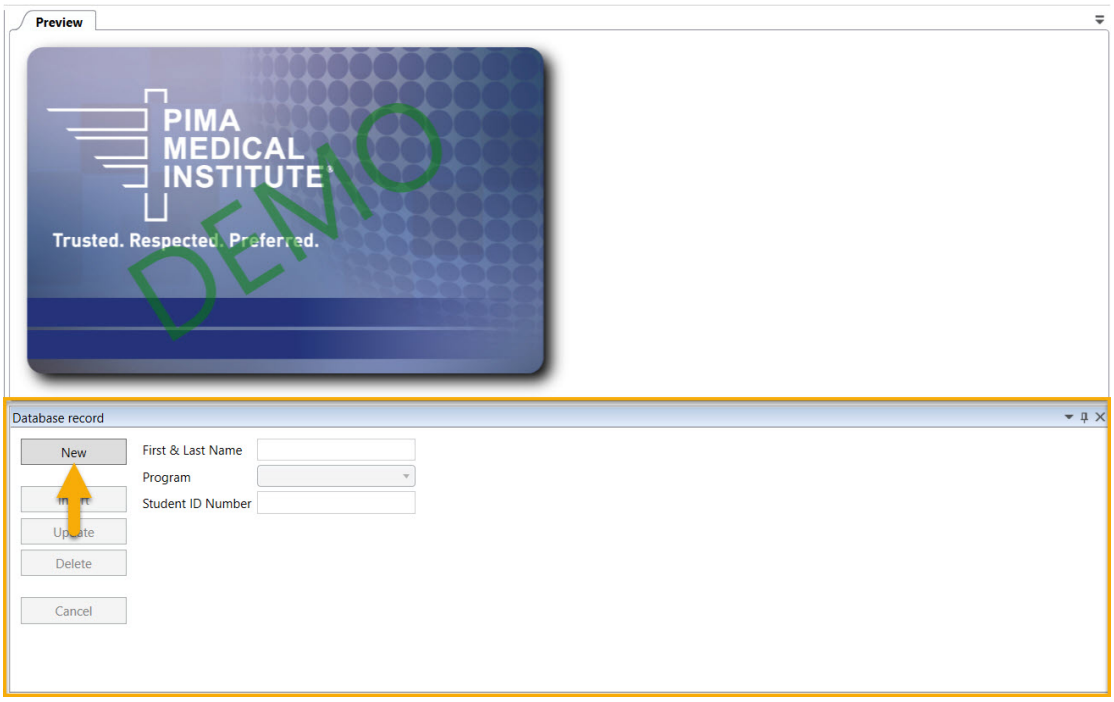
Adding a Database Record

The database record comprises of the ID information that will be displayed on the card.

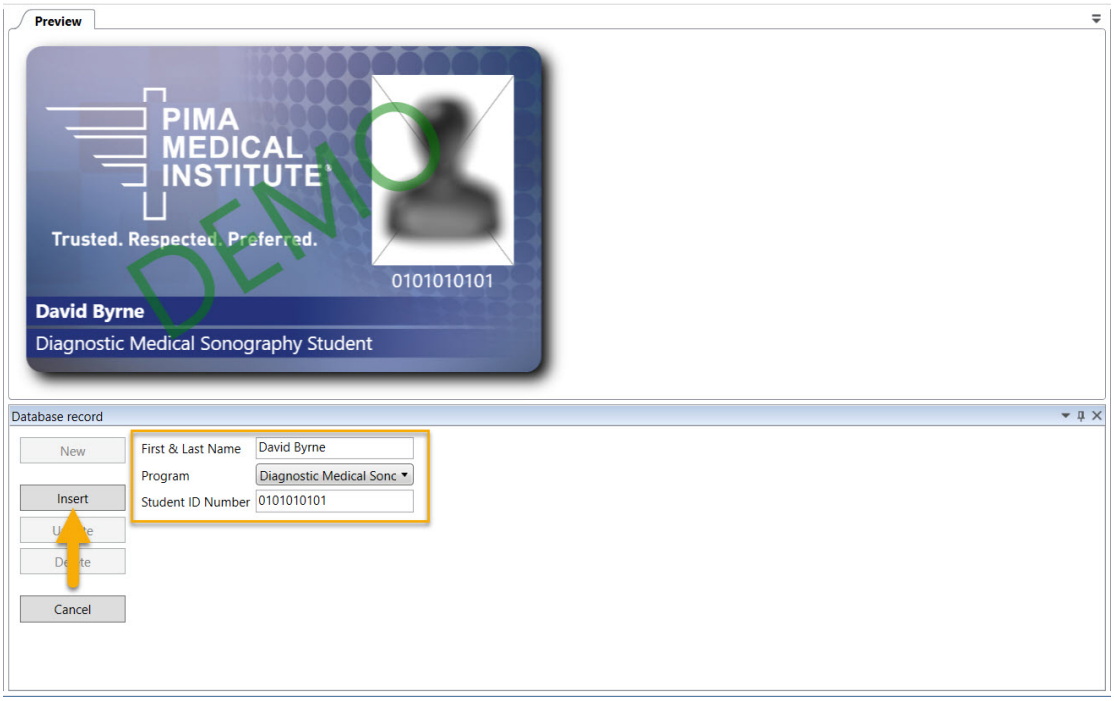
Step 1. Navigate to the Templates section of the Explorer Menu and select the appropriate template design.



Step 2. From the Database record window, click the New option to create a new database record.



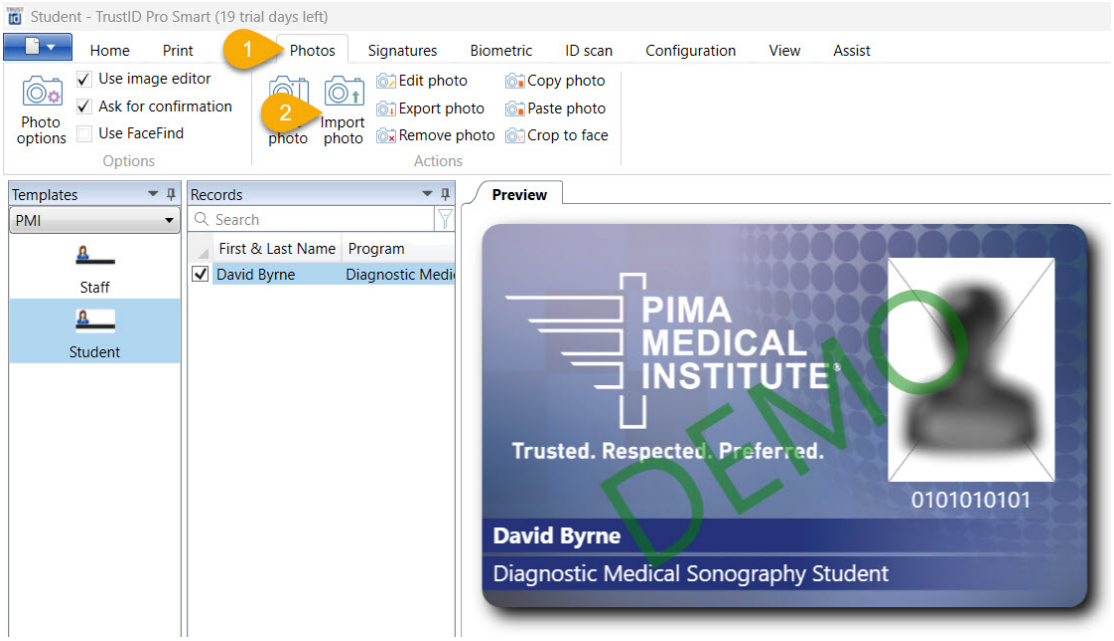
Step 3. Enter the required ID information into each field. Click the Insert option when you are finished. The newly created record will be shown in the Preview pane.



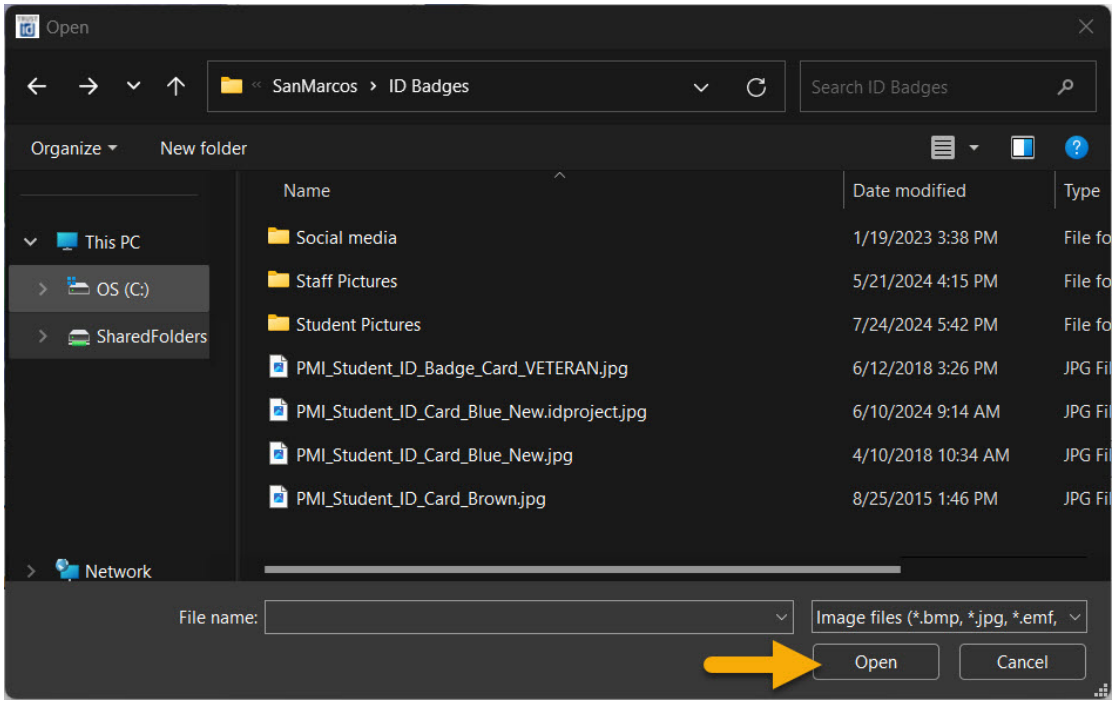
Adding & Editing a Photo

This section will show how to add and edit a photo to the ID template.

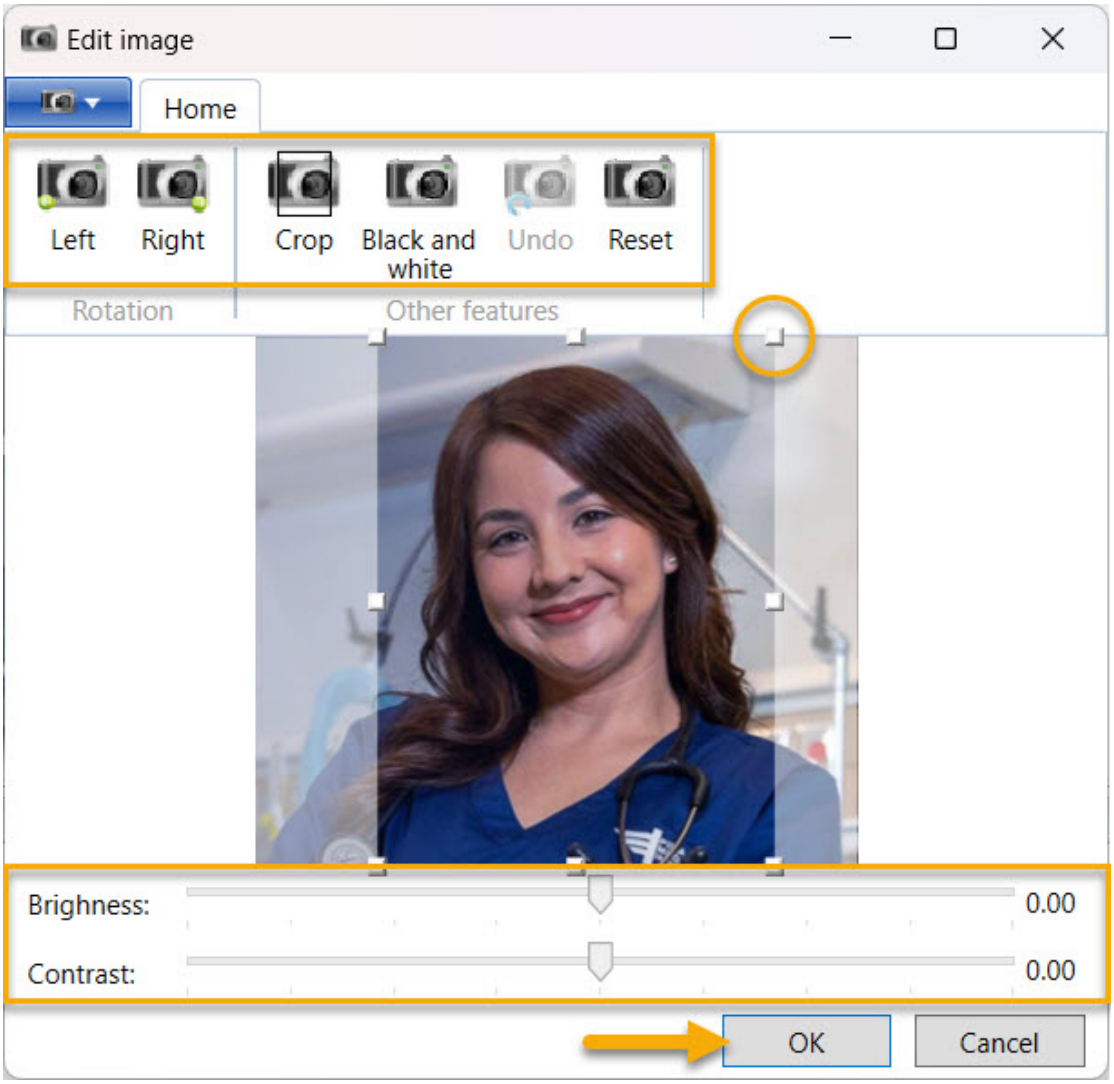
Step 1. Click the Photos tab from the main ribbon interface and select the Import photo option.



Step 2. From the Windows File Explorer menu, navigate to the file location your campus has setup for storing student pictures. Click the file you want to import and select Open. The Edit image window will appear.

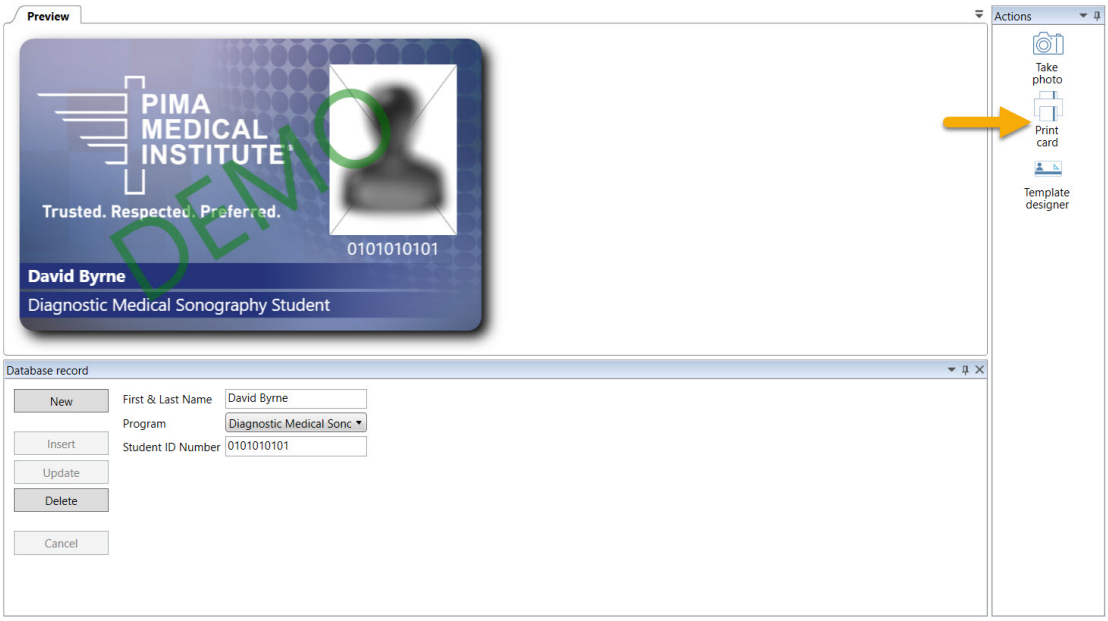


Step 3. In the Edit image window, you have several options to choose from. This includes rotating, cropping, and increasing the brightness and contrast of the photo. To crop the photo, click and hold any of the eight square sizing guides located on the selected photo. Please ensure your subject is centered by dragging the crop window. Select OK when finished and the image will be cropped according to the settings made.



Printing an ID Badge

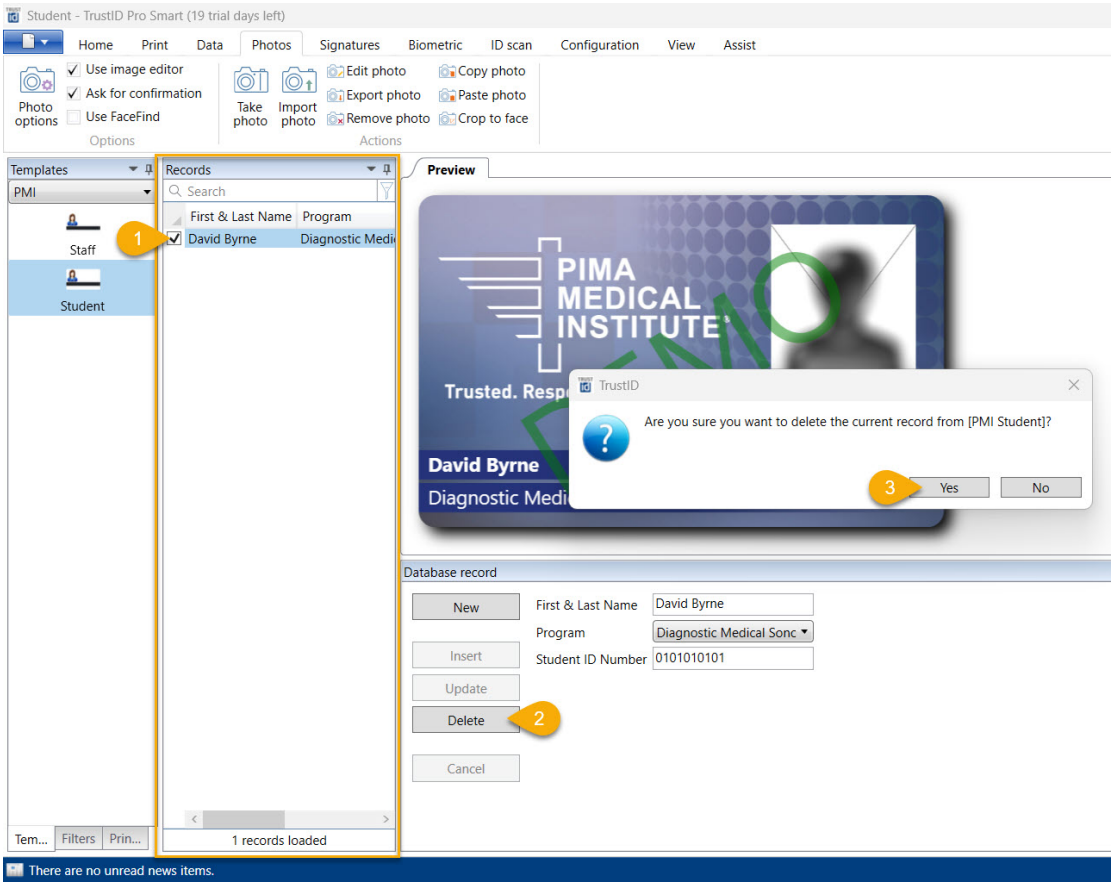
Navigate to the Actions pane on the right-side of the interface and select the Print card option.



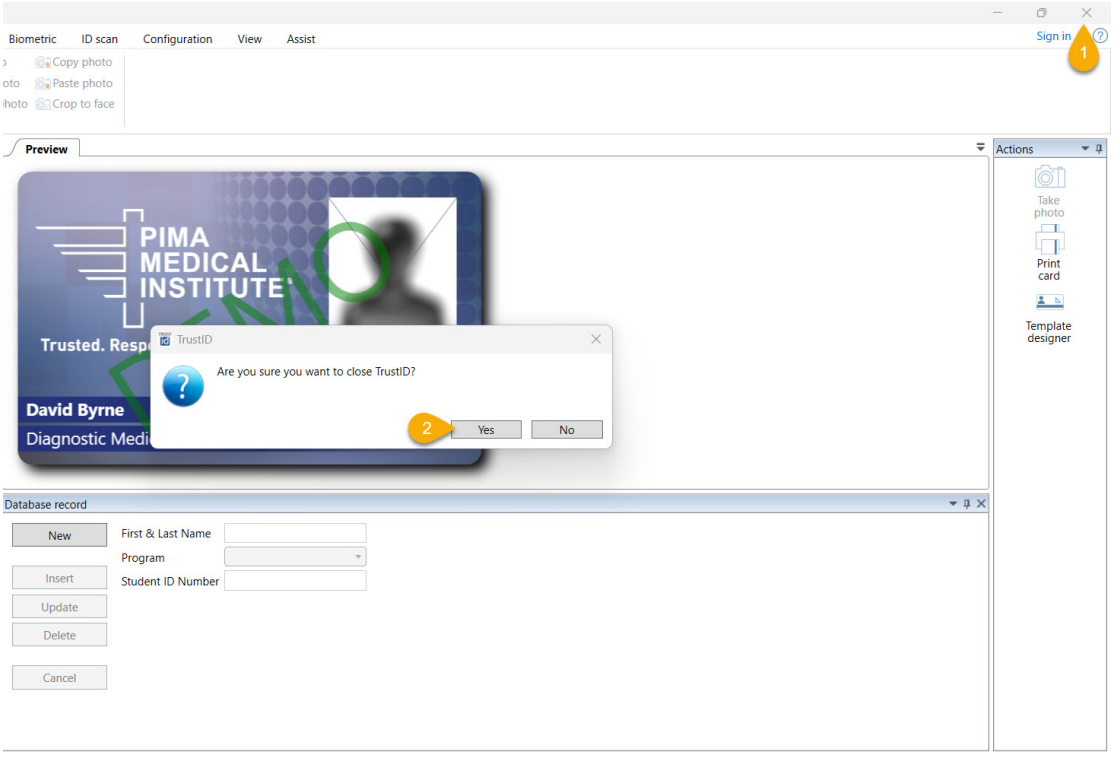
Concluding Steps in Trust ID

After you have finished printing your ID badges, please follow the steps below.

Step 1. Navigate to the Records pane window and check the box next to the database record you've created. In the Database record window, click on the Delete button and select Yes to the question if you really want to delete the record.



Step 3. On the title bar, select the X to close the app and click Yes to the question are you sure want to close TrustID.



The process for making an ID badge is complete.

- Tags
- knowledge base