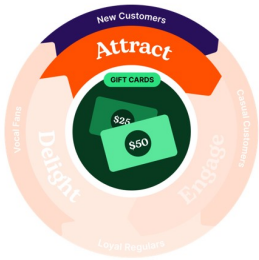


datacandy RT023-F Card Store User Guide

RT023-F Card Store
User Guide

Contents

1 RT023-F Card Store
2 GETTING STARTED
3 Documents / Resources
3.1 References

RT023-F Card Store

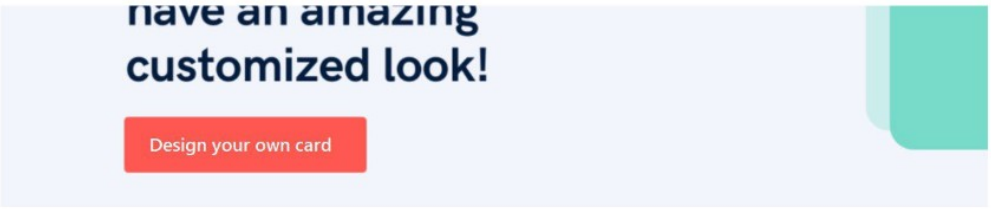
Card Store
Start Guide to create/design, order and ship your new cards
The following instructions are for ordering Loyalty, Gift or Promo Cards. Please note that since the design on the back is standard, only the front of your cards can be customized.

GETTING STARTED

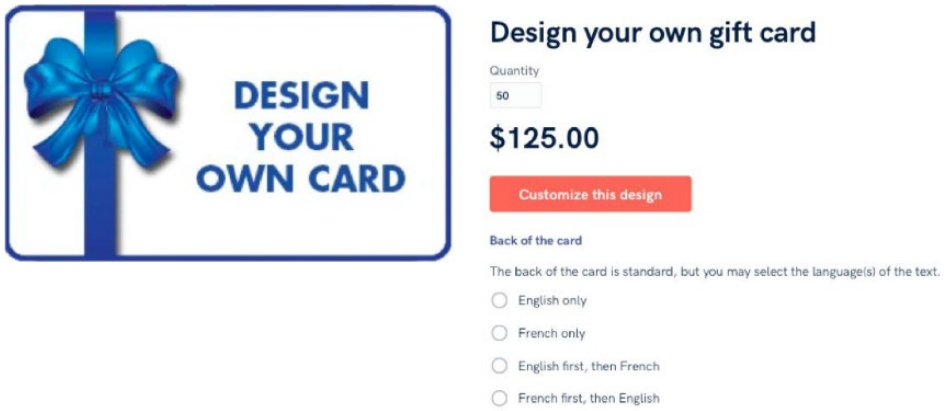
Select how you want to design your card:
A. I have my own card design.
B. I want to design my card online.
C. I want to use one of your templates.

A. I have my own card design.

1. Click on the Design your own card button. You will be redirected to the Card Product detail page.

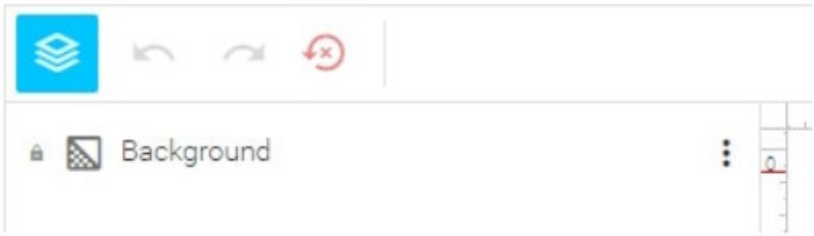


2. Select the Quantity of cards that you want to order (1). Select the language of the back for all your cards (2). And then click on the Customize the design button (3).

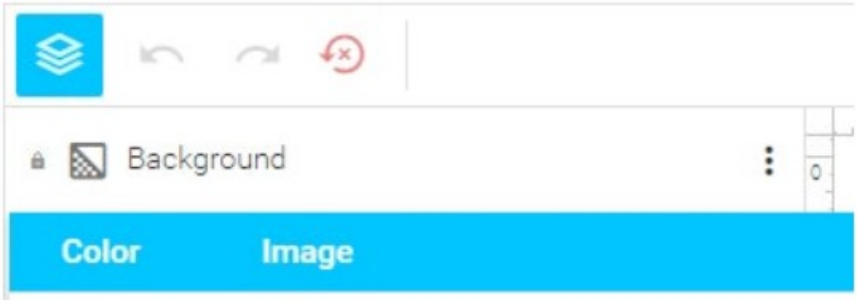


3. An Image Editor automatically opens.

a. Click on the three dots that are in the right of the Background tab. A drop-down menu will appear.



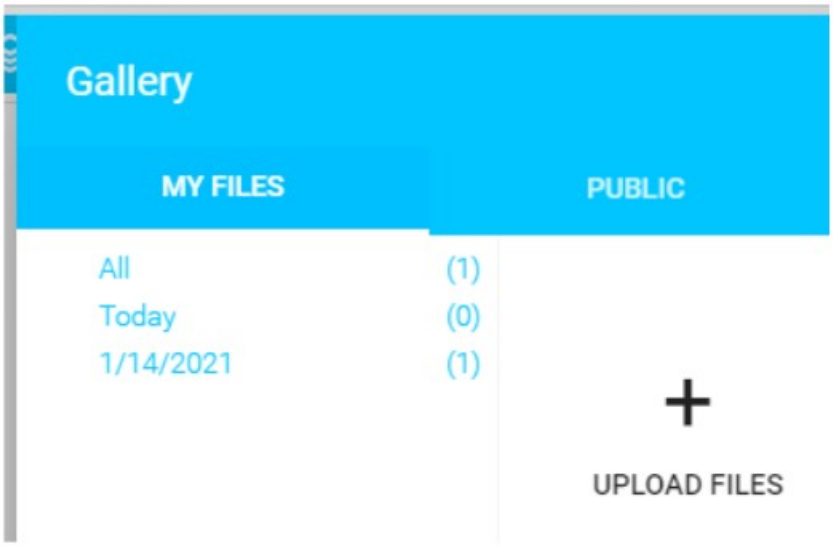
b. Click on the Image tab. A Gallery window will appear.



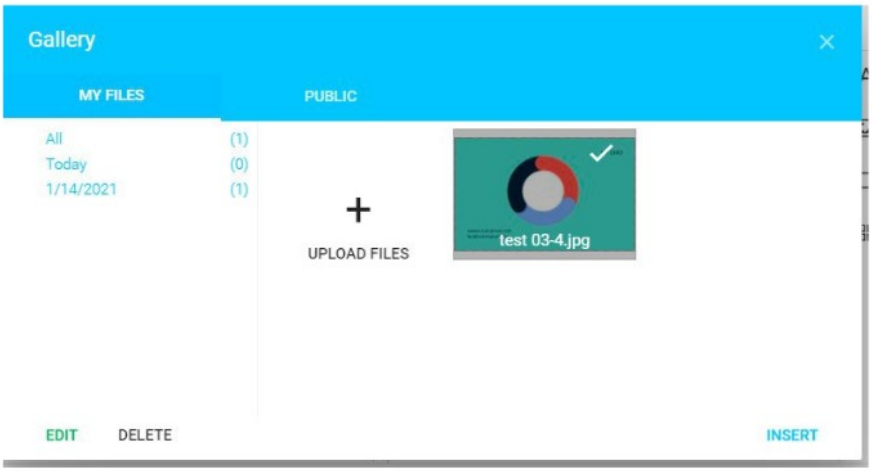
About your Image file: Your card design must meet the following specifications:

- File format: JPG, PNG or PDF.
- File size: Card art should measure 86.5 mm x 55.0 mm (including bleed) with a resolution of exactly 360 dpi.
- Colour: CMYK
- Orientation: Image can be either horizontal or vertical.
- Logos and text: All supplied logos and text should be created in vector-based software. If text is used in a logo, please make sure to turn the text outlines.
- Fonts: Make sure both printer fonts and screen fonts are included for each font used. Fonts should be converted to outlines.

c. In the Gallery window, select the MY FILES tab then click on UPLOAD FILES to upload your own design file. A file upload window will appear.

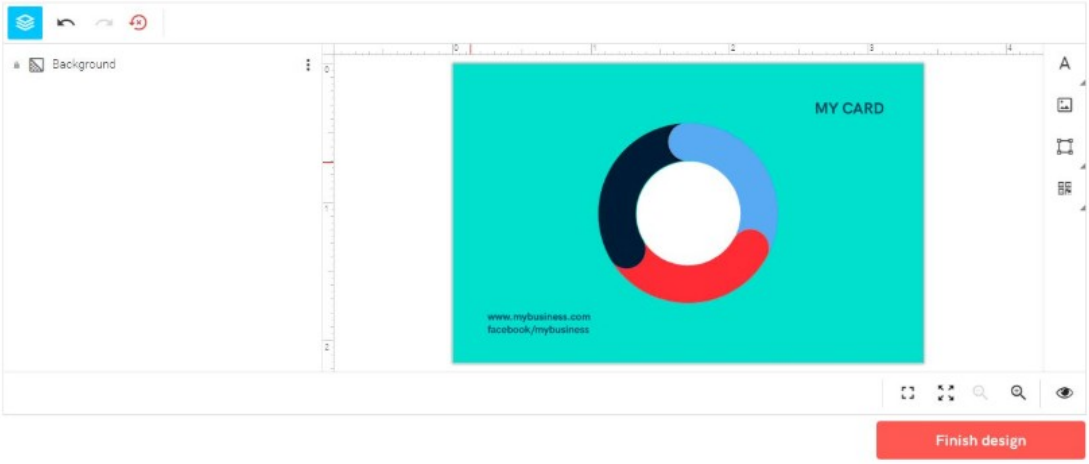


d. Select your own card design image from your computer and click on Open. Your image will be added to the Gallery. Select the uploaded image and click on INSERT to use it as is or click on EDIT to customize it first with the Image Editor tools.



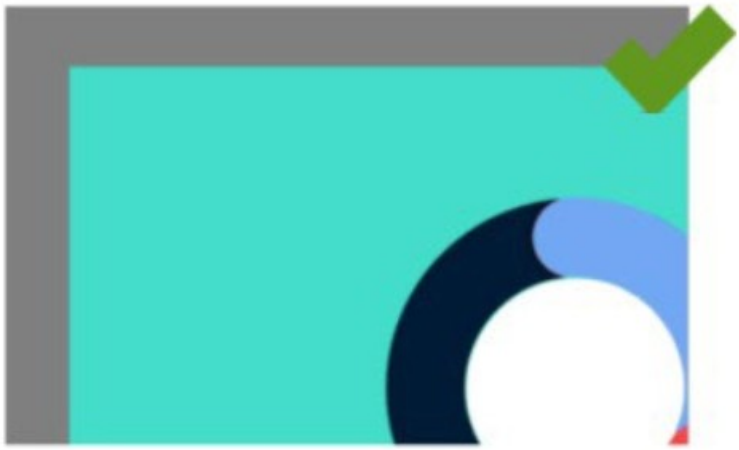
e. In the Image Editor tools, you can modify the Background, Adjust the colour or crop the image.

f. After the INSERT button is clicked, your own card design is fully inserted in the Image Editor. If the image is in the right format, size, dimension and resolution, it will be entirely placed touching the edges and without any error messages. Click on Finish design to complete your design upload.



Important!

Image uploaded correctly



Printed version with the correct borders

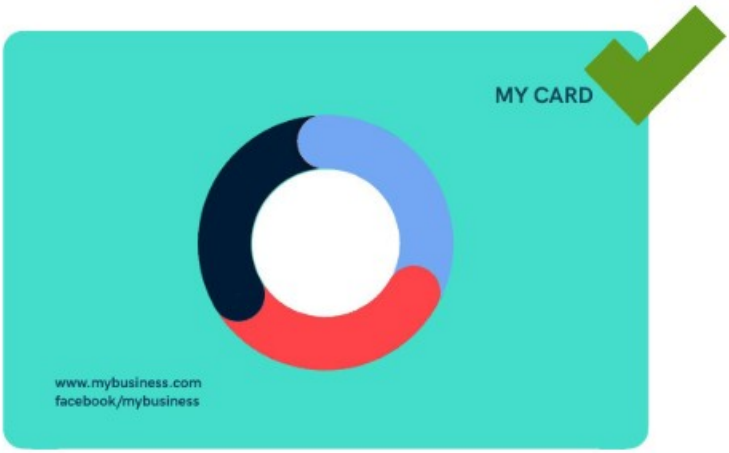
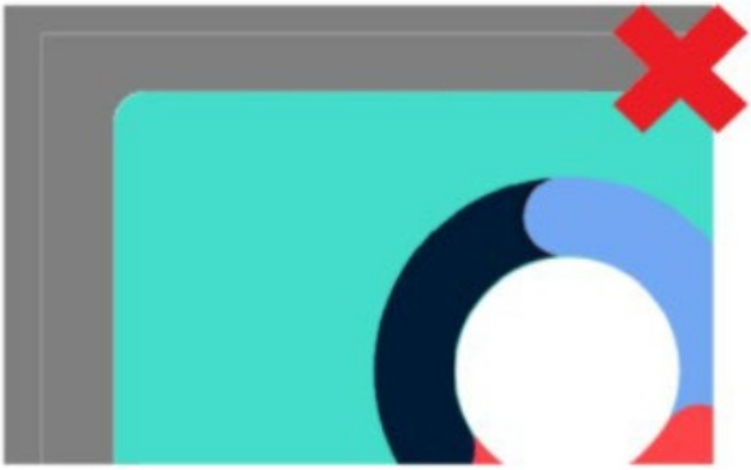


Image uploaded incorrectly



Printed version with white edges

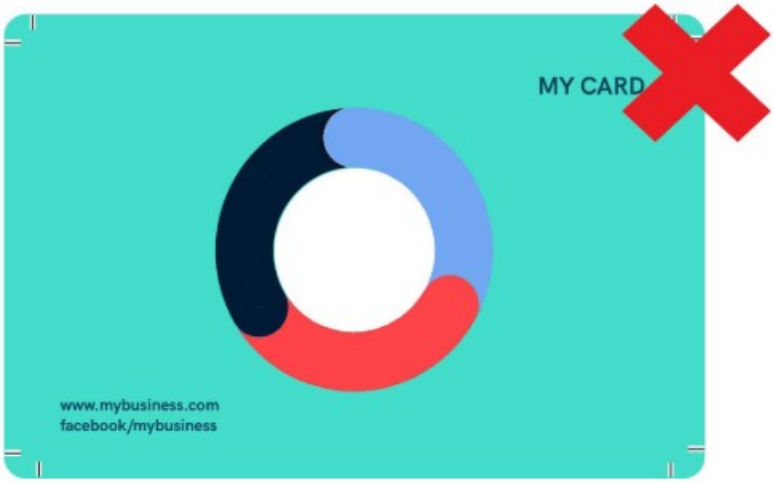
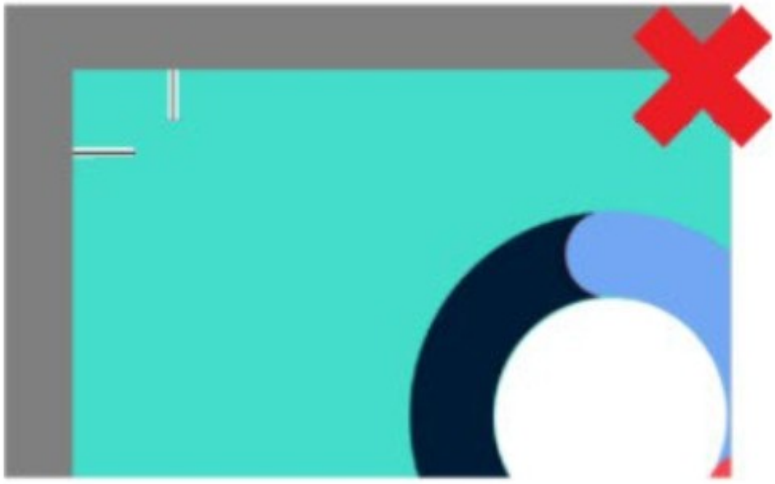
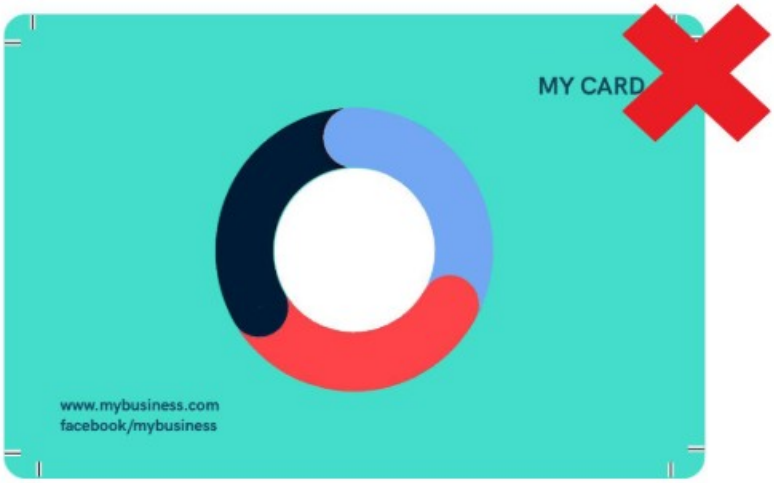


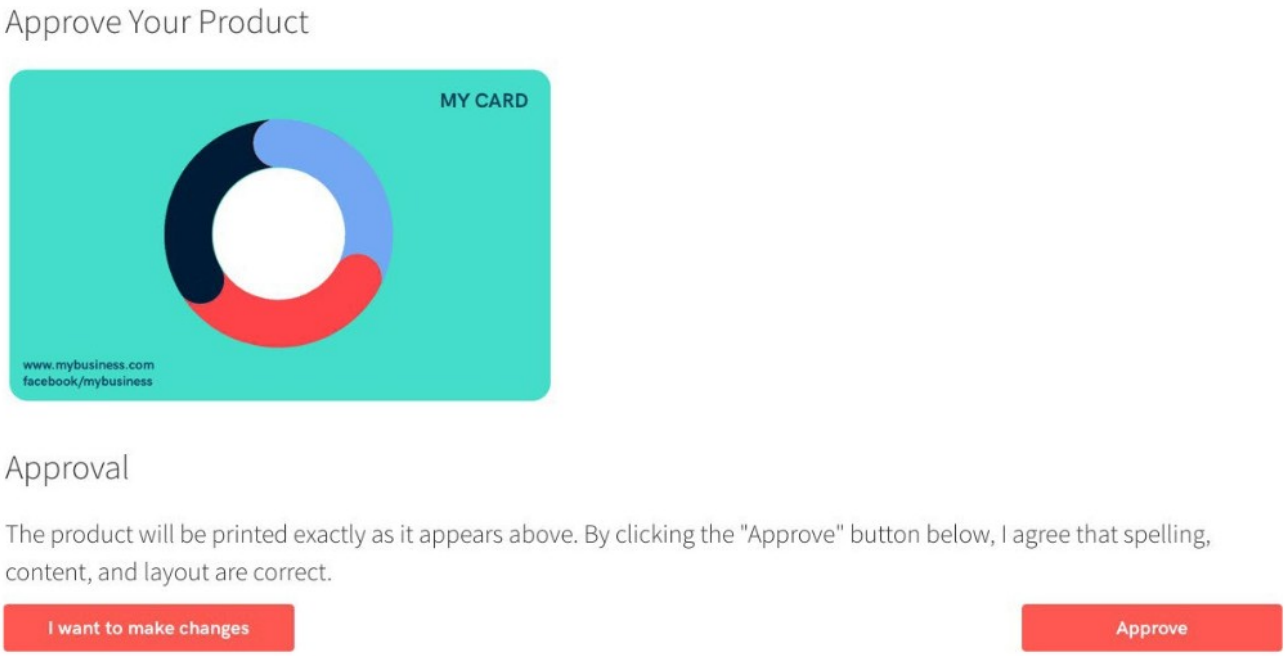
Image uploaded incorrectl



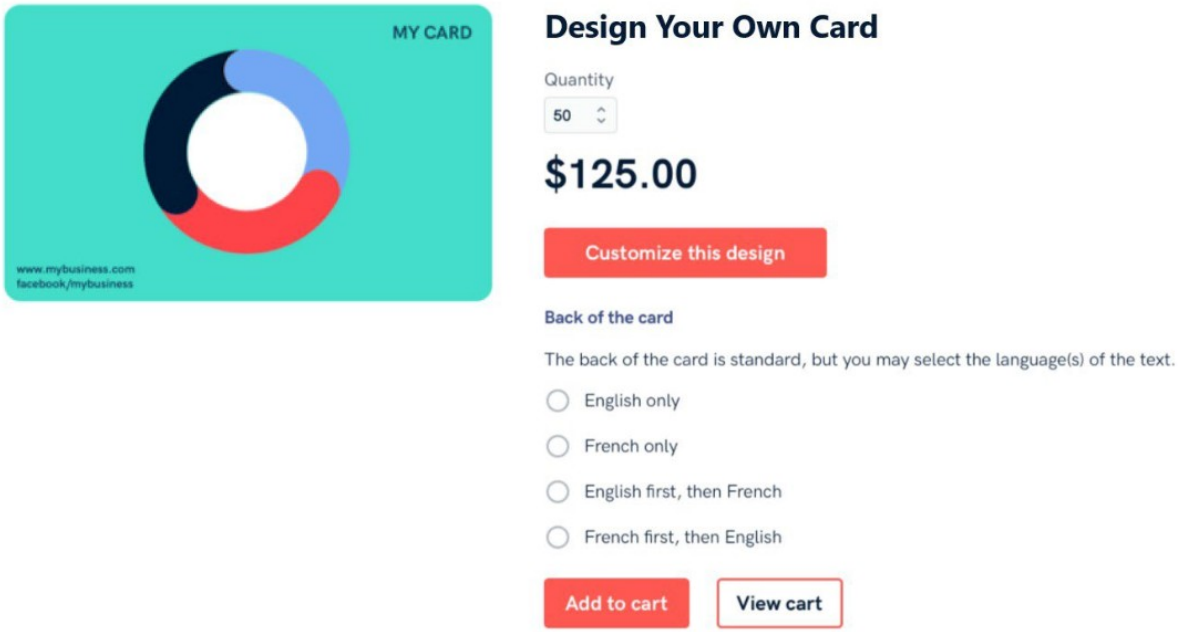
Printed version with cut marks in the corners



4. Check your card design, and then click on Approve. You will be redirected back to the Card Product detail page.

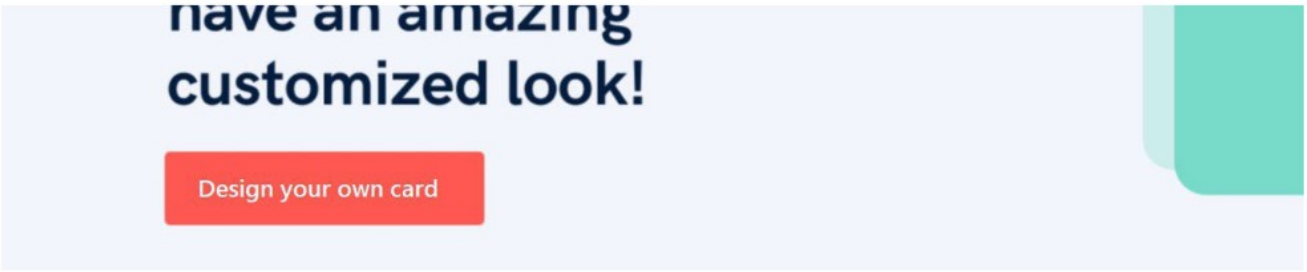


5. On the Card Product detail page, your image will be displayed in the card visual. Double-check the Quantity of cards that you want to order and the back's language for all your cards. Then click on the Add to cart button.

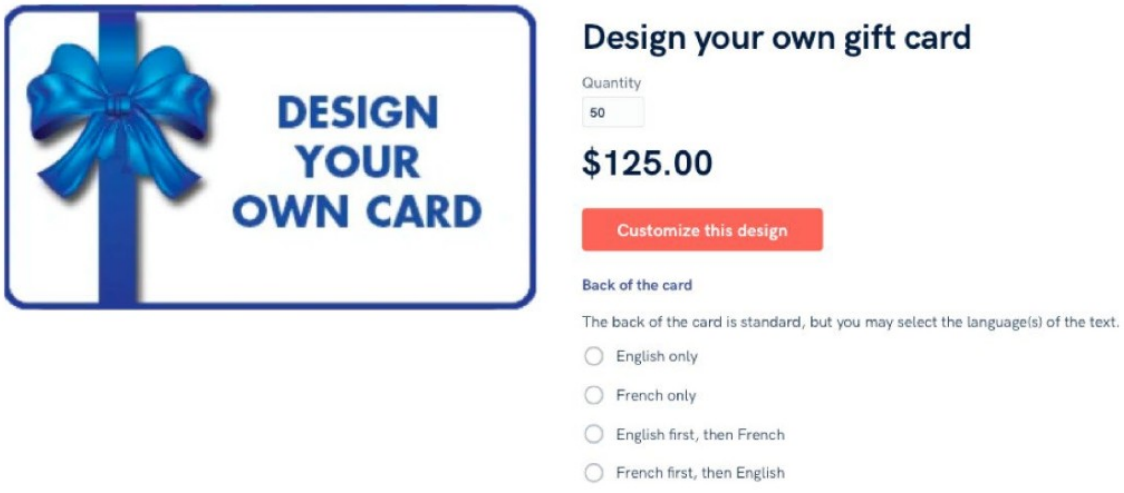


B. I want to design my card online.

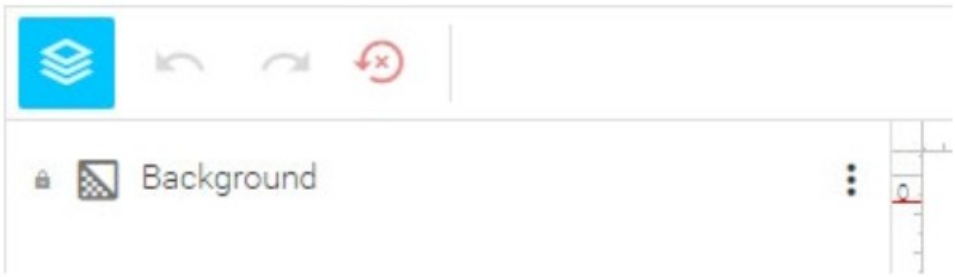
1. Click on the Design your own card. You will be redirected to the Card Product detail page.



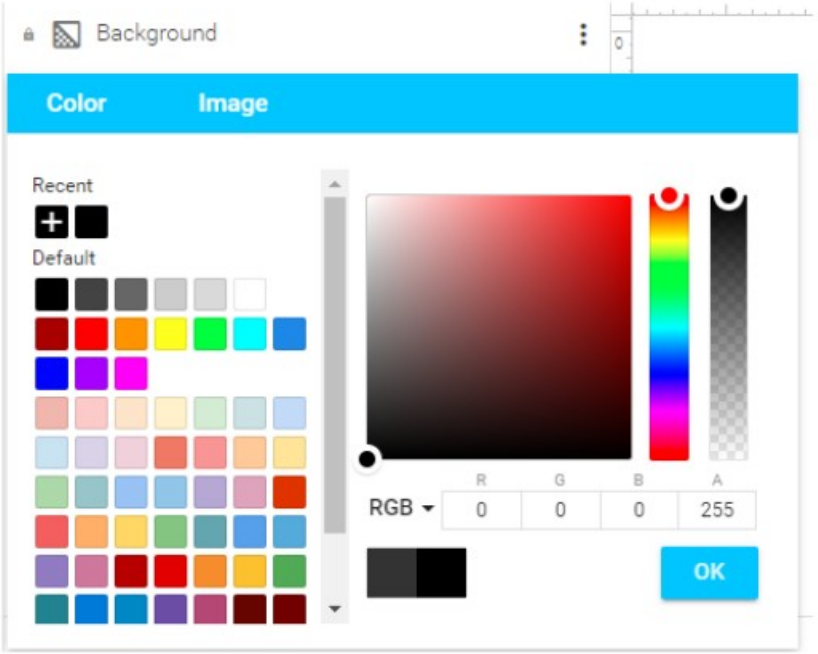
2. Select the Quantity of cards that you want to order (1). Select the language of the back for all your cards (2). And then click on the Customize the design button (3).



3. An Image Editor automatically opens.
   a. Click on the three dots that are in the right of the Background tab. A drop-down menu will appear.

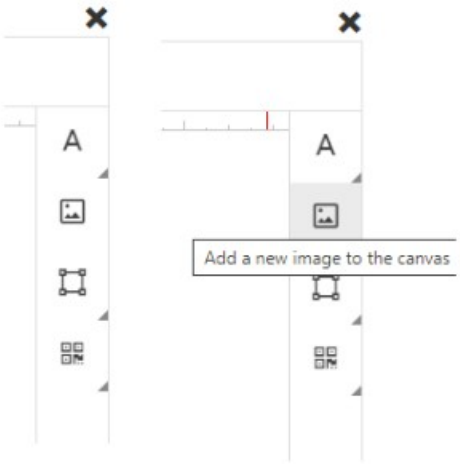


b. In this drop-down menu, focus on the Color tab. Here, you can either choose a colour from the palette, pick one from the colour wheel or enter an RGBA colour code in the space provided.



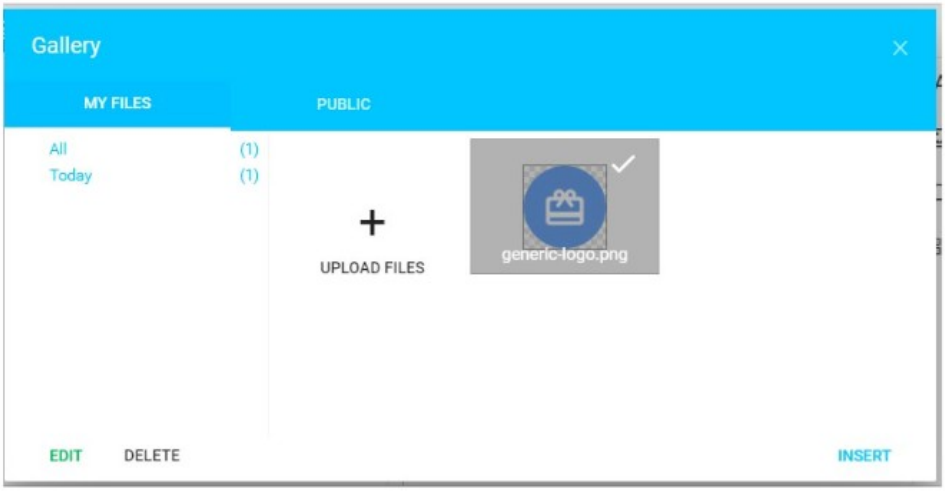
c. Click on OK to confirm your choice. Your background colour will be displayed in the card preview box.

d. Now that you have a background colour, you can add a Floating Logo or Image to Your Design.
Click on the Image icon from the top right corner toolbar. A Gallery window will appear.

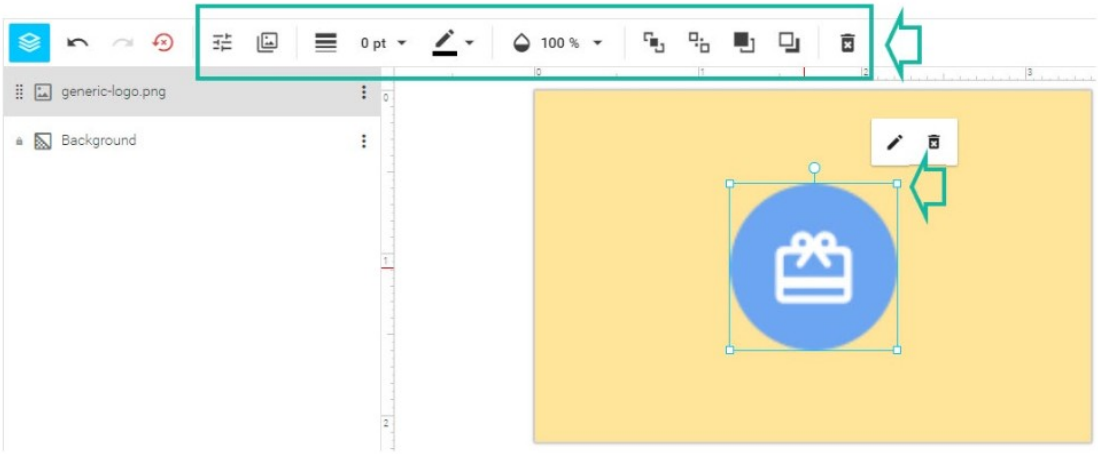


e. Click on the MY FILES tab to upload your own image or click on the PUBLIC tab to use an image from our gallery. If you're using your own image, a file upload window will appear. Select an image and click on Open.

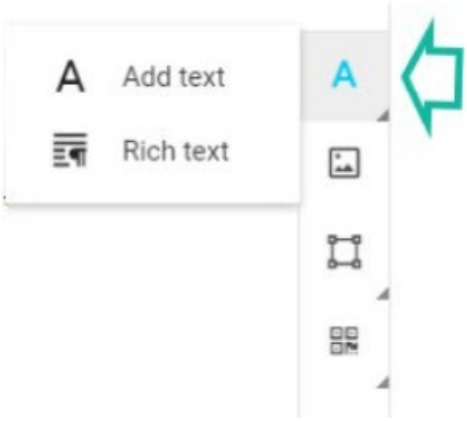
f. Once you click Open, the image will be added to the Gallery. Select the uploaded image and click on INSERT to use it as is or click on EDIT to customize it first with the Image Editor tools.



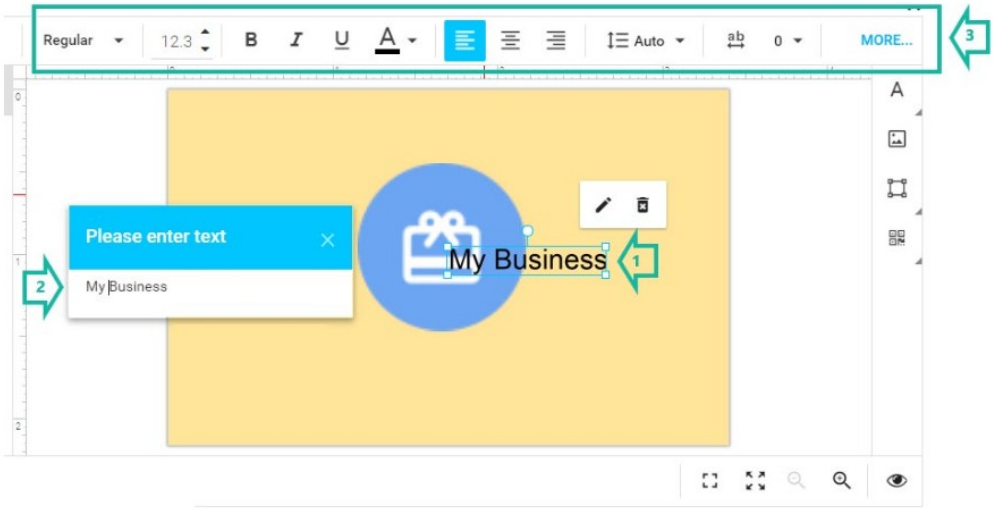
g. The selected image will appear in the middle of the card preview. You can move, resize or rotate the image or edit it using the toolbar that appears above the card preview when you click on the image.



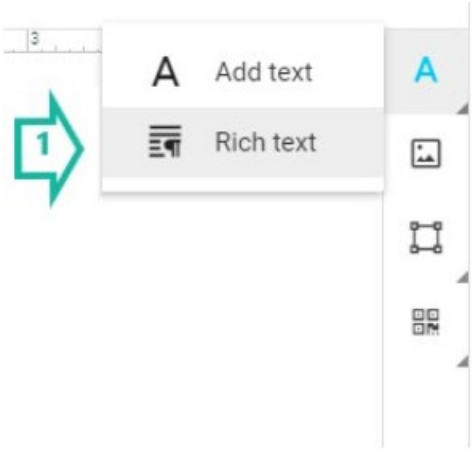
h. In case you want to add text to your design, click on the Text icon in the top right corner of your screen. A drop-down menu will appear.

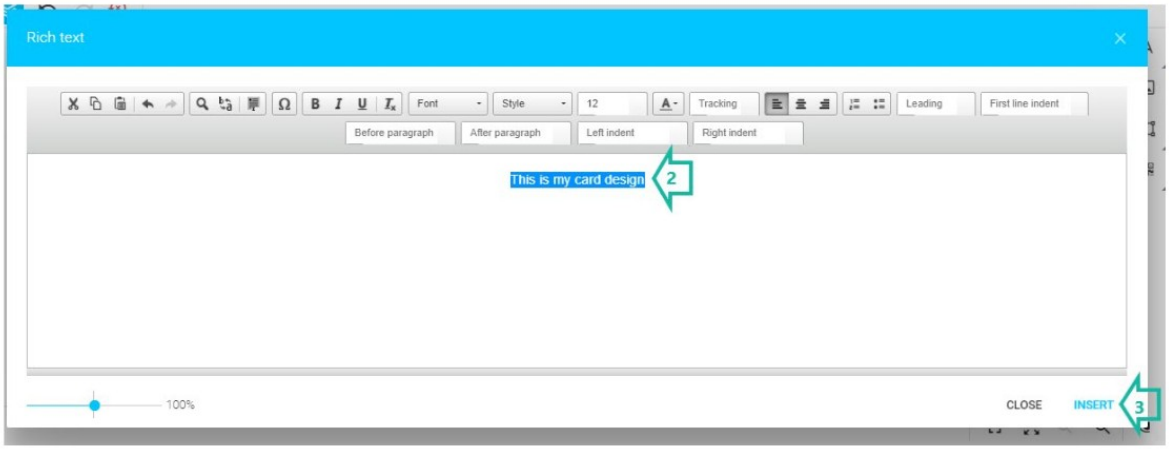


i. To add a short title or subtitle to your card, select Add text. An editable text box will appear in the card preview(1). Double-click on the box and type your title into the new box that appears(2). You can also format it using the toolbar that appears above the card preview or move, resize or rotate the text box itself (3).

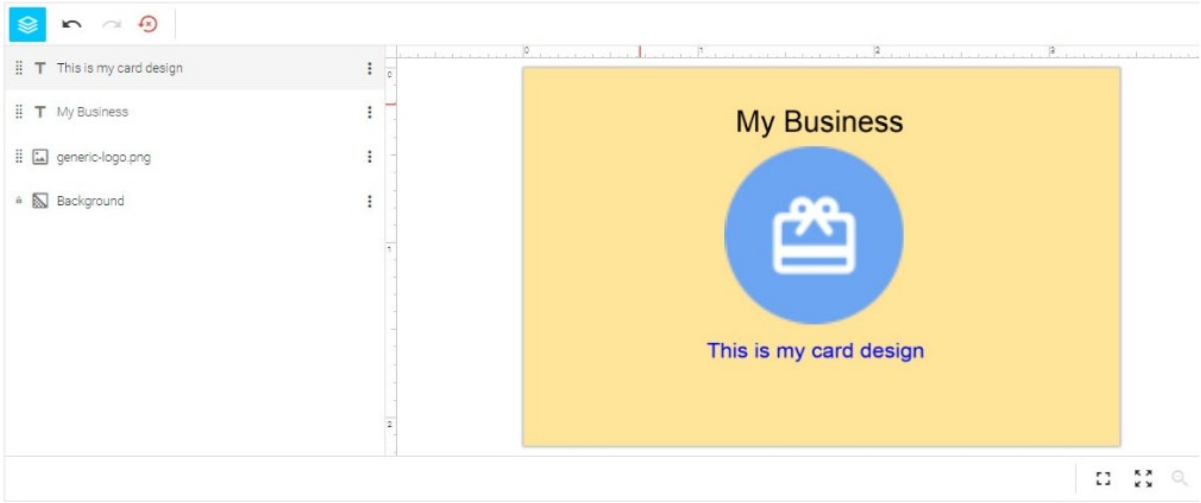


j. To add a block of text, select Rich text (1). A window will appear. Type in your text and format it using the toolbar within the window(2). Click on INSERT to add it to your card(3).



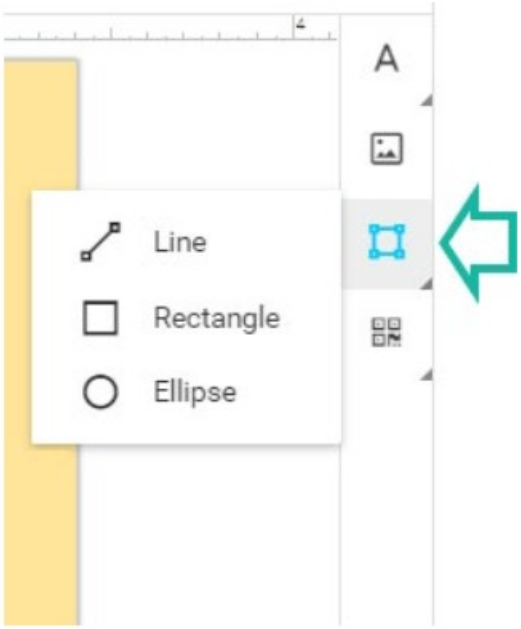


k. After you click on INSERT, a text box will appear in the card preview. You can move, resize or rotate it or double-click on it to edit the text again.

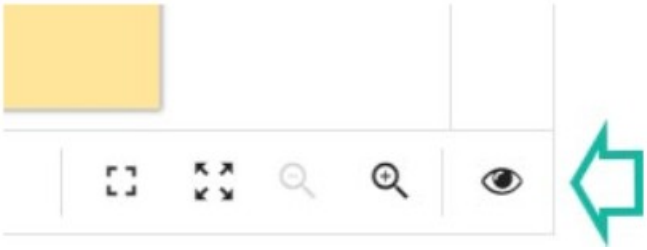


Optional Tools

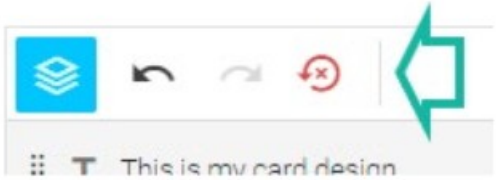
l. Click on the SHAPE tab from the top right corner toolbar to add a line, rectangle or ellipse to your design.



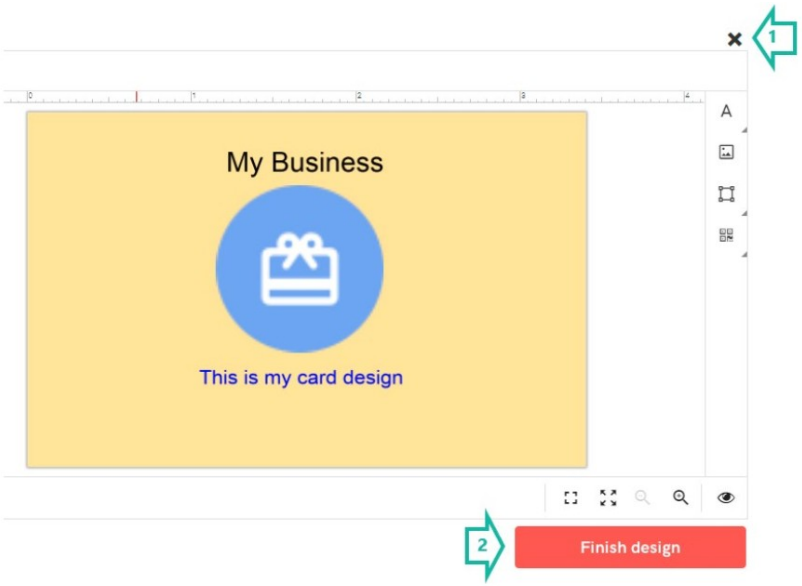
m. Bottom right corner toolbar: Click on the square CORNERS icons to view the card preview in a full window or full-screen mode. Click on the MAGNIFYING GLASS icon to zoom in or out. Click on the EYE icon to choose whether to show safety lines, grid lines or snap lines.



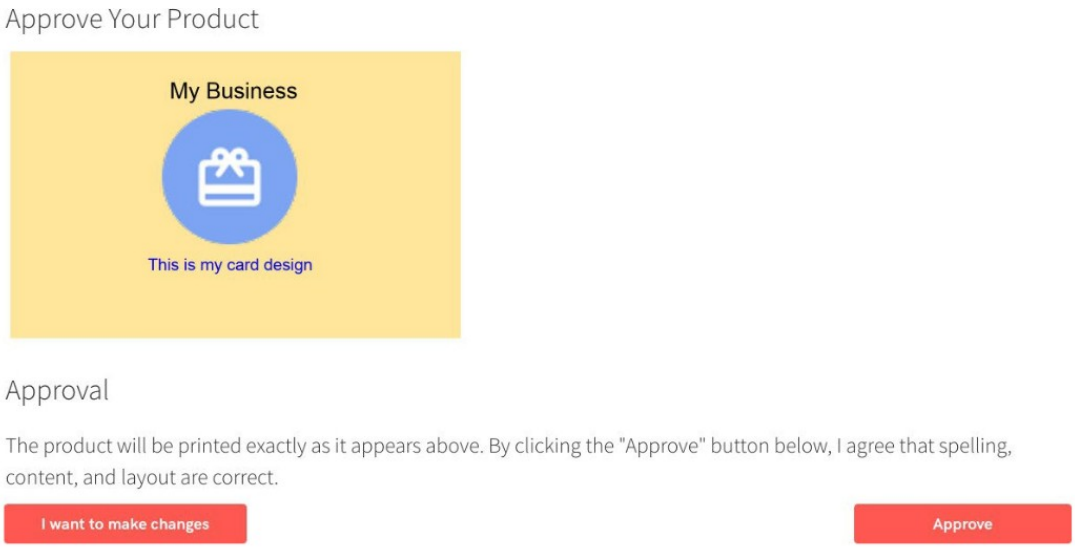
n. Top left corner toolbar: Click on the STACK icon to hide the list of layers. Click on the LEFT arrow to undo an action or the RIGHT arrow to redo an action. Click on the CLOCKWISE arrow to permanently erase your work and revert the card preview to a blank canvas.



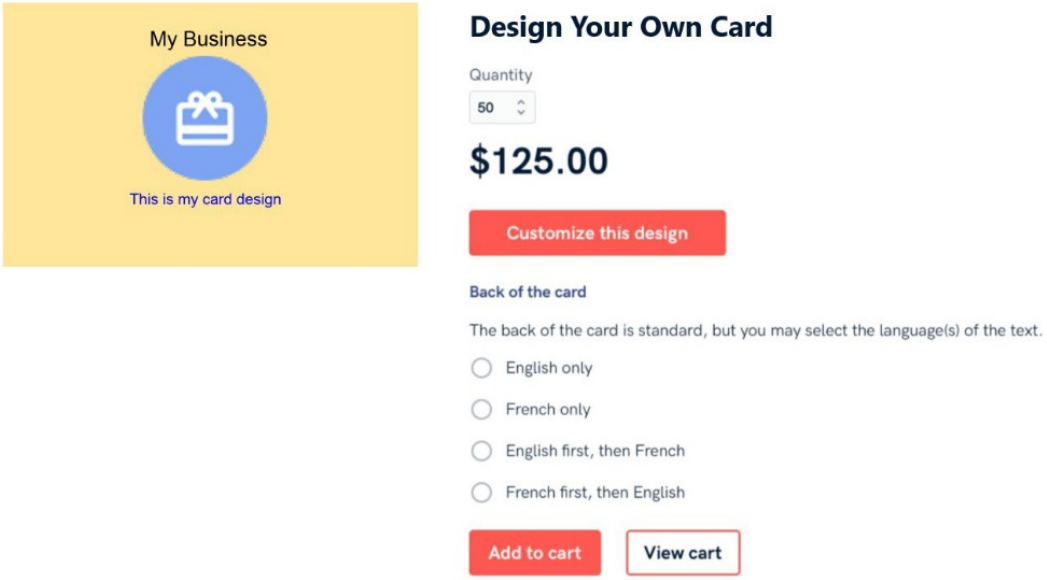
o.Click on the “X” in the top right corner of your screen to close the card design preview and save your changes for later(1). When your design is complete, click on the Finish design button in the bottom right corner of your screen(2).



4. Check your card design, and then click on Approve. You will be redirected back to the Card Product detail page.



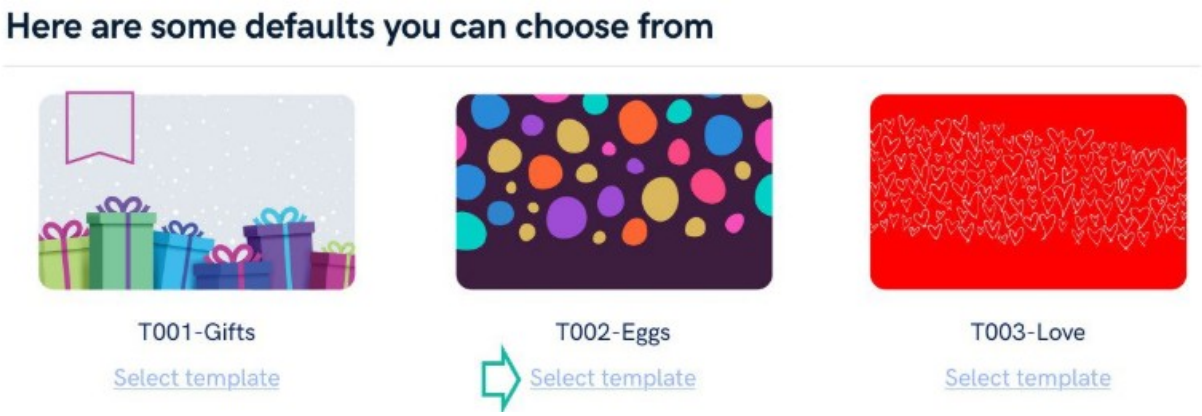
5. On the Card Product detail page, your image will be displayed in the card visual. Double-check the Quantity of cards that you want to order and the back's language for all your cards. Then click on the Add to cart button.



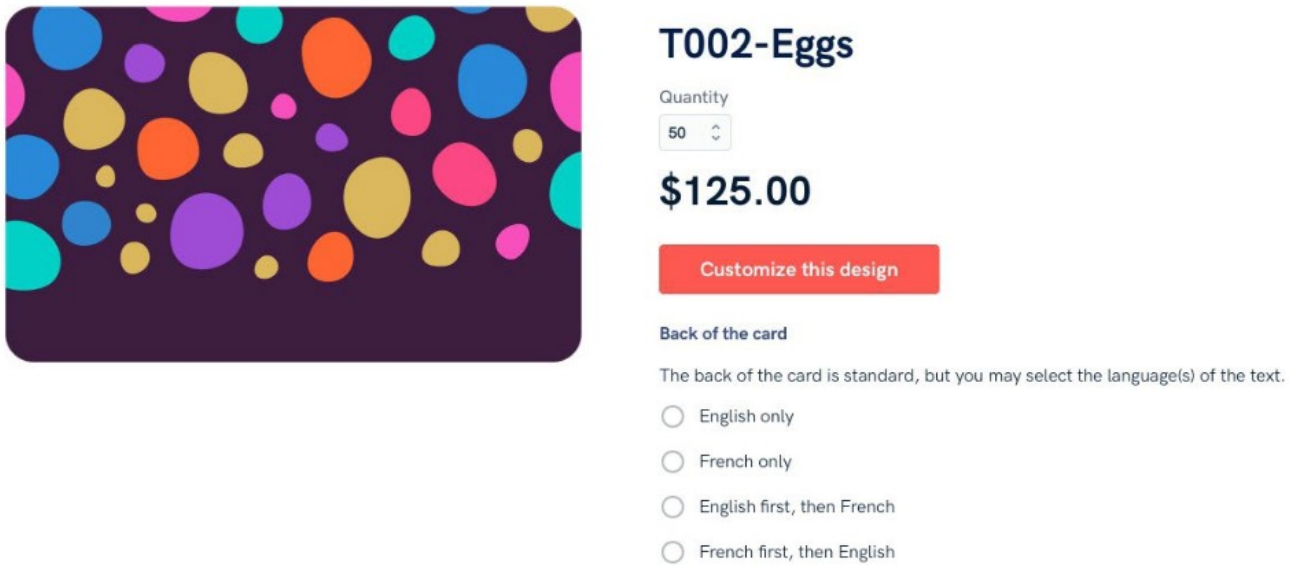
C. I want to use one of your templates.

1. Identify a template that better fits for you. Then click on the Select template button. You will be redirected to the

Card Product detail page.

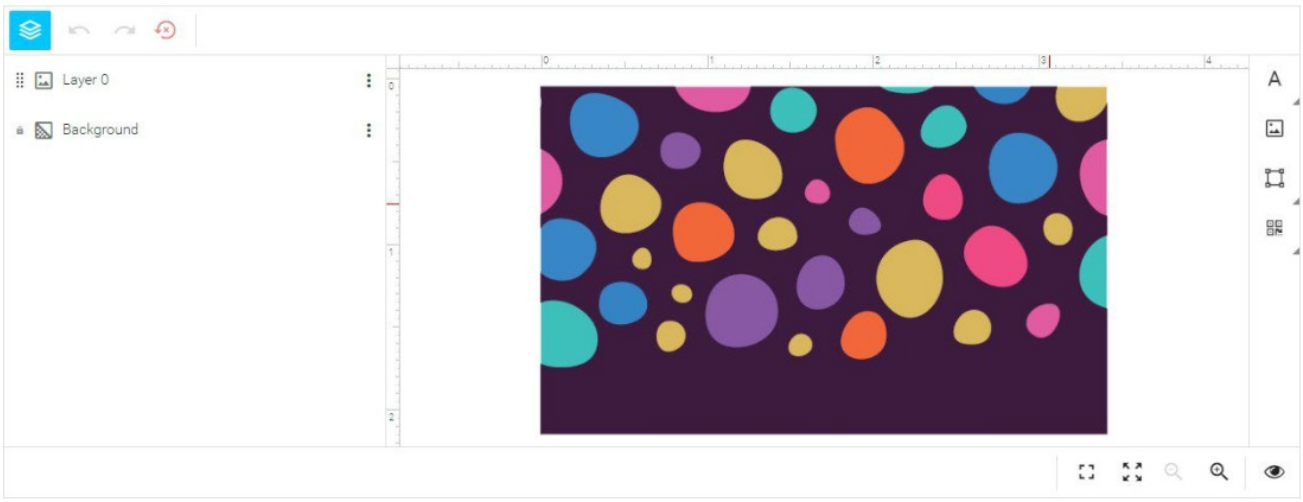


2. Select the ‘Quantity’ of cards that you want to order (1). Select the language of the back for all your cards (2). And then click on the Customize this design button (3).

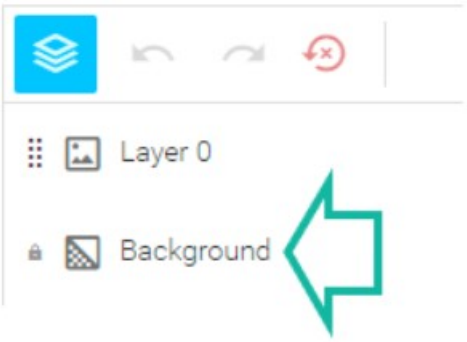


3. An Image Editor automatically opens.

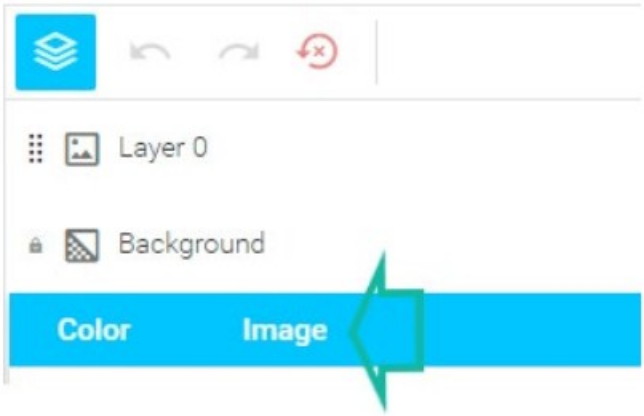
   a. The image template will automatically appear in the image editor.



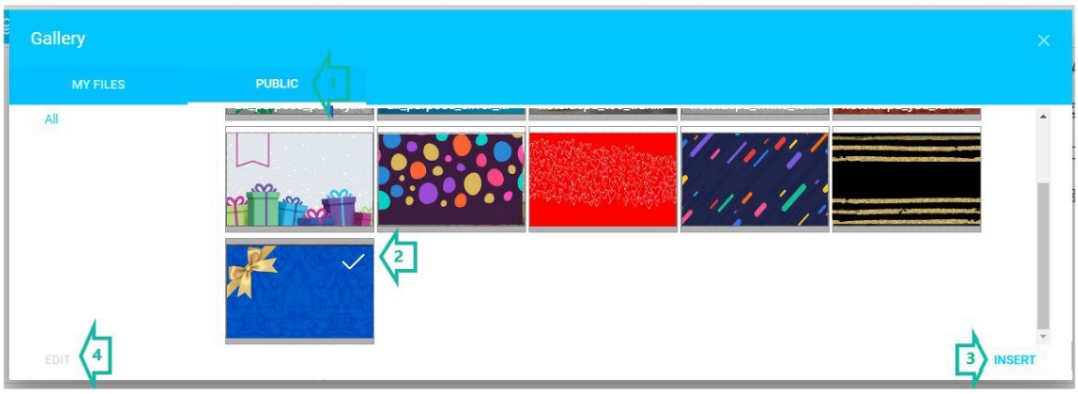
   b. If you want to change the image for another template image (an image from our gallery), click on the three dots that are in the right of the Background tab. A drop-down menu will appear.



c. Click on the Image tab. A Gallery window will appear.

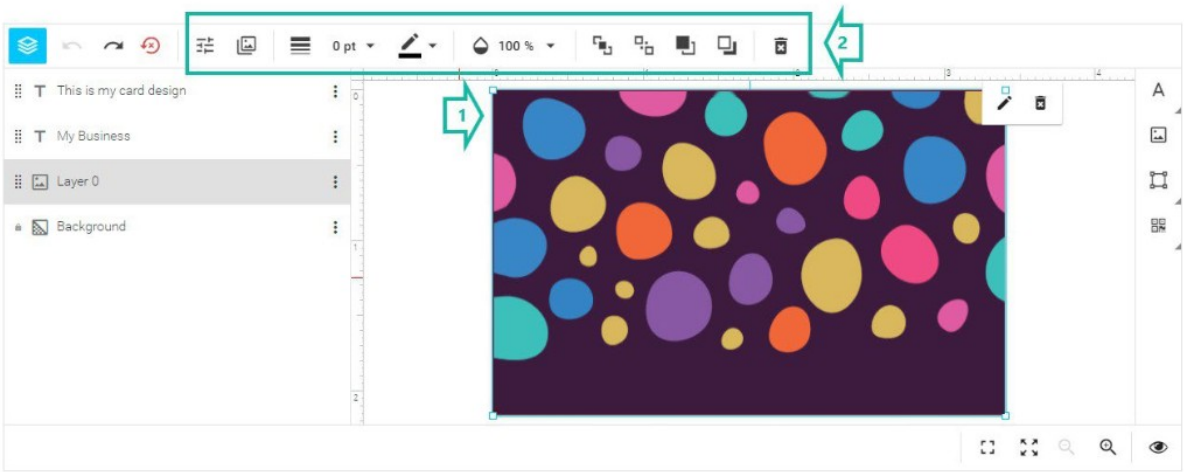


d. In the Galley window, select the PUBLIC tab(1) to see available images. Then select an image(2) and click on INSERT (3) to use it as is or click on EDIT(4) to customize it first with the Image Editor tools.



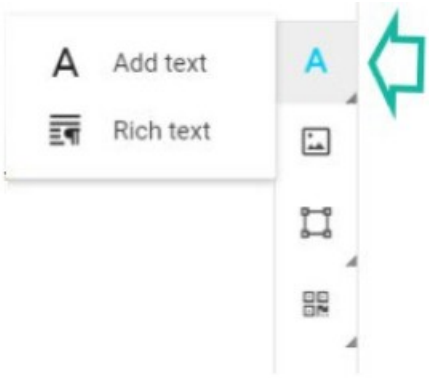
e. In the Image Editor tools, you can modify the Background, Adjust the colour or crop the image.

f. The selected image will appear in the middle of the card preview. You can move, resize or rotate the image(1) or edit it using the toolbar (2) that appears above the card preview when you click on the image.

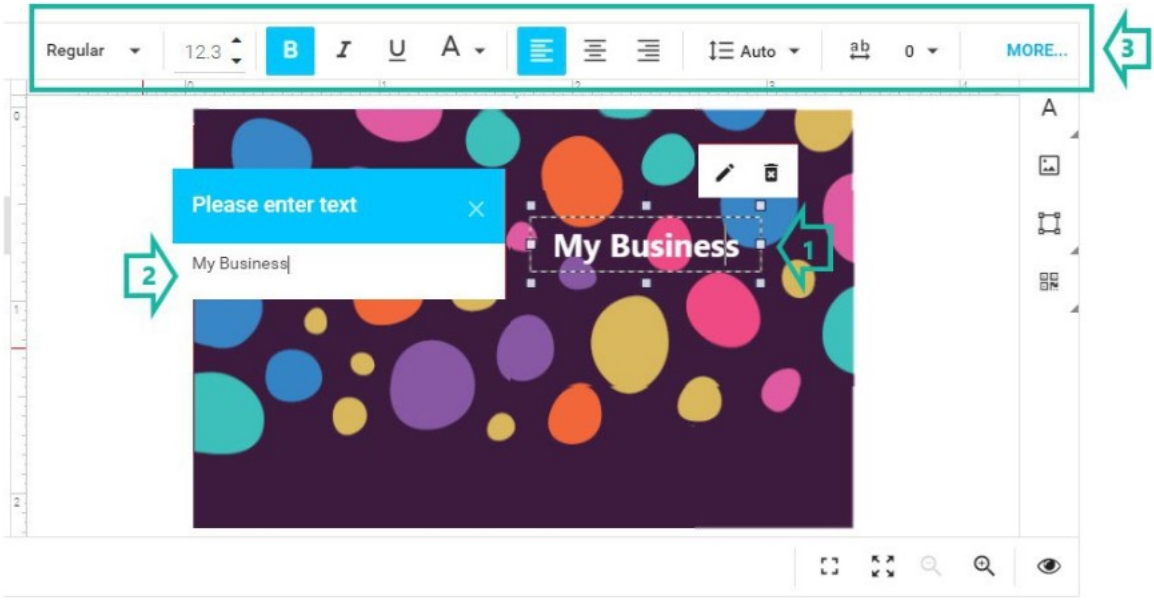


g. In case you want to add text to your design, click on the TEXT icon in the top right corner of your screen.

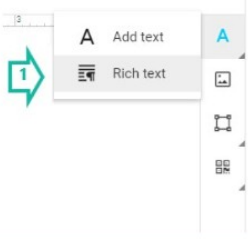
A drop-down menu will appear.

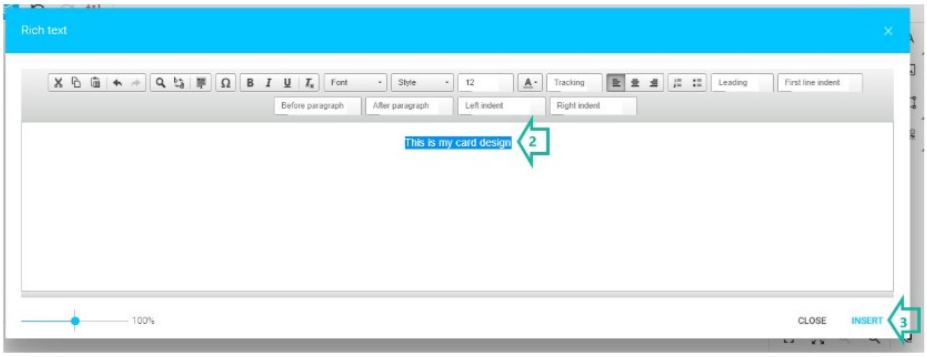


h. To add a short title or subtitle to your card, select Add text. An editable text box will appear in the card preview(1). Double-click on the box and type your title into the new box that appears(2). You can also format it using the toolbar that appears above the card preview or move, resize or rotate the text box itself (3).

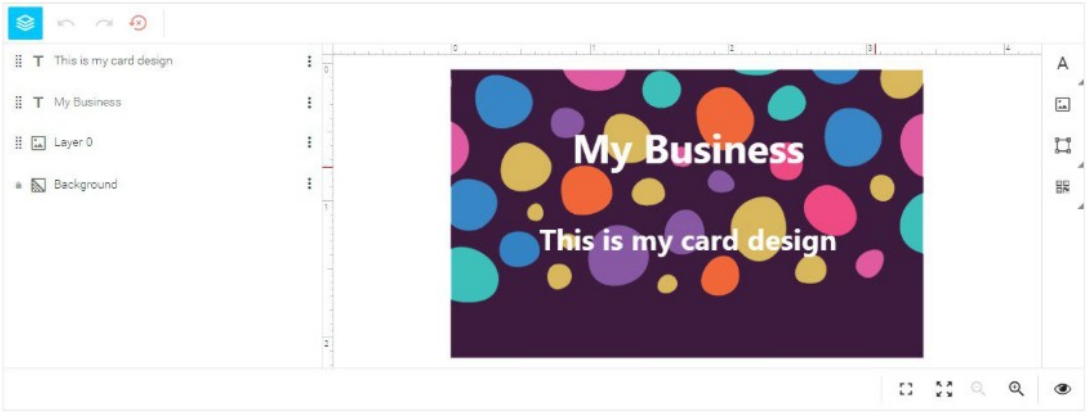


i. To add a block of text, select Rich text (1). A window will appear. Type in your text and format it using the toolbar within the window(2). Click on INSERT to add it to your card(3).



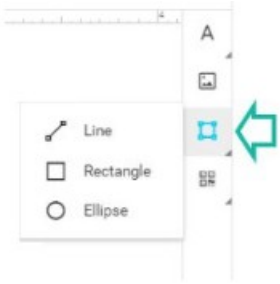


j. After you click on INSERT, a text box will appear in the card preview. You can move, resize or rotate it or double-click on it to edit the text again.



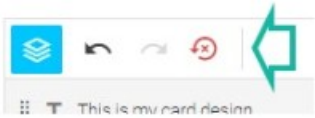
Optional Tools

k. Click on the SHAPE tab from the top right corner toolbar to add a line, rectangle or ellipse to your design.

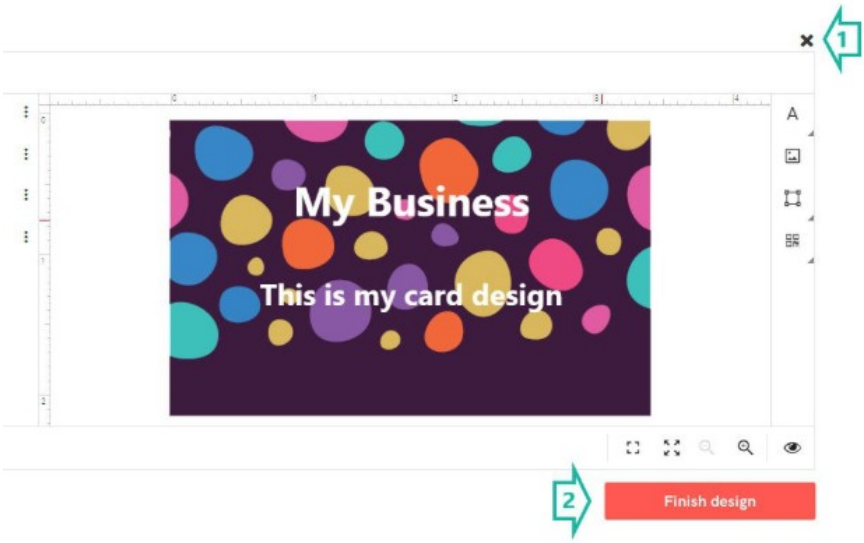


l. Bottom right corner toolbar: Click on the square CORNERS icons to view the card preview in full window or full screen mode. Click on the MAGNIFYING GLASS icon to zoom in or out. Click on the EYE icon to choose whether to show safety lines, grid lines or snap lines.

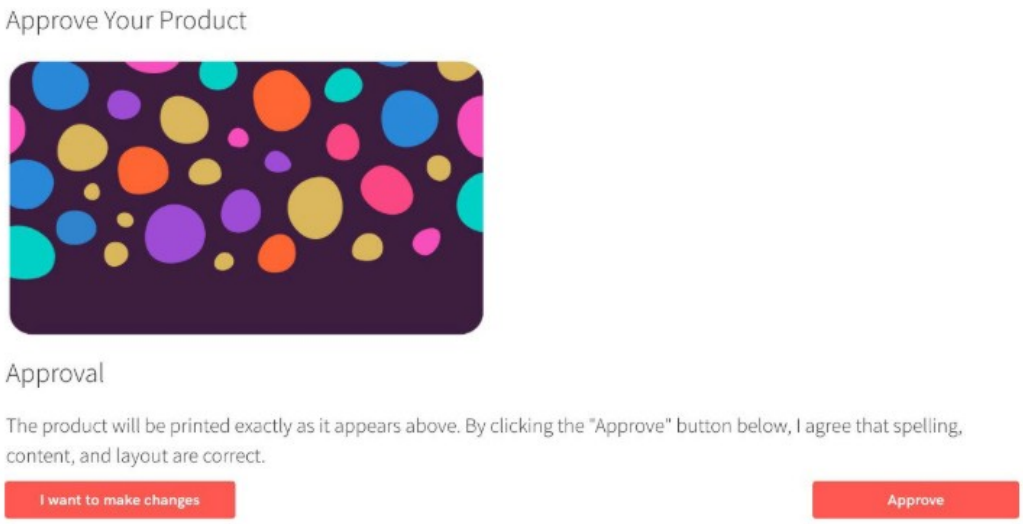
m. Top left corner toolbar: Click on the STACK icon to hide the list of layers. Click on the LEFT arrow to undo an action or the RIGHT arrow to redo an action. Click on the CLOCKWISE arrow to permanently erase your work and revert the card preview to a blank canvas.



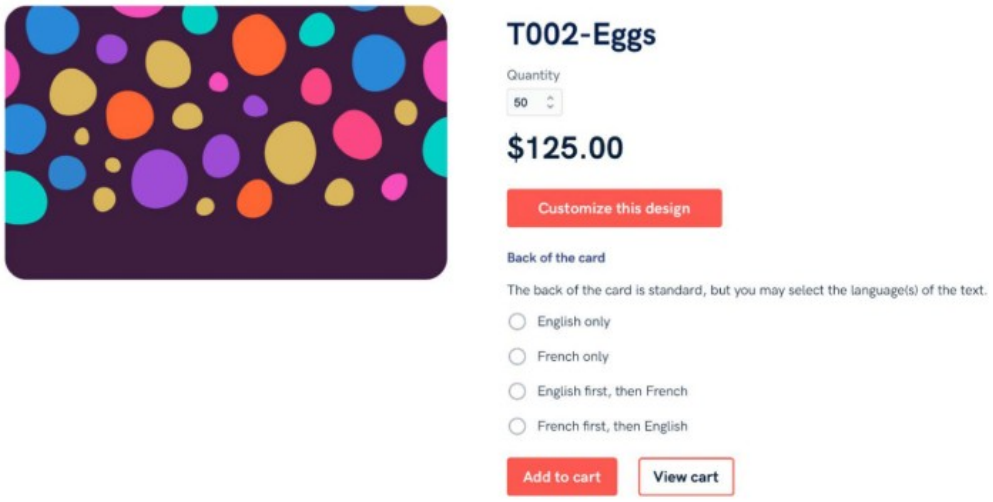
n. Click on the “X” in the top right corner of your screen to close the card design preview and save your changes for later(1). When your design is complete, click on the Finish design button in the bottom right corner of your screen(2).



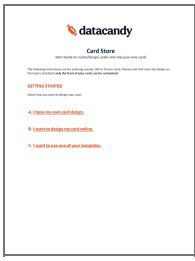
4. Check your card design, and then click on Approve. You will be redirected back to the Card Product detail page.



5. On the Card Product detail page, your image will be displayed in the card visual. Double-check the Quantity of cards that you want to order and the back's language for all your cards. Then click on the Add to cart button.



Documents / Resources

	datacandy RT023-F Card Store [pdf] User Guide RT023-F Card Store, RT023-F, Card Store, Store

References

- User Manual

Manuals+, **Privacy Policy**

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.