

sales@idcardsandaccessories.co.uk

tel: 029 2070 8702

id cards & accessories

bringing you the best quality

security products, at prices to make you smile

THE
EDGE

ID Card Printing Service Ordering Guide

Example Card



Example Card

Sending your artwork and data to us.....

There are two types of files we are likely to need,

1) Design

The basic card design which can be:-

- a card we are designing for you. Please send your logo as a JPEG
- your own design. If you are designing your own card to upload then we need it created as a 86.6mm x 54.9mm design, and saved as a 300dpi jpeg with logo and background images as required in place. Please do not include ANY text in the design, this is added separately with the variable data. (Name & Photos etc).

2) Data

Variable data such as a person's name, job title, expiry date or photograph. To send this information to us, please use the spreadsheet "ID Card Print Data"

You may also need to give us a Word document with any special instructions in it to help us to complete your order, such as fonts required.

Sending you files to us

Your files need to be supplied to us in a **compressed data folder**, to create this simply go to your desktop, right click, new, compressed (zipped) folder and the folder will appear. Name it, then save the data to it, then:-

- upload the folder at checkout stage **or**
- email to sales@theedgesystems.co.uk. **or**
- If the file is too big to send via email, go to www.wetransfer.com and send the files that way.

SEE PAGE 2 FOR FURTHER INSTRUCTIONS ON PROVIDING PHOTOGRAPH DATA

ID Card Printing Service Ordering Guide

Photographs

If you are supplying photographs, they must be:-

- Taken on a camera NOT a mobile phone and saved in jpeg format our standard is 30mm x 25mm but you can have any size you like provided it will fit on the card design.
- Clearly named, eg with the person's membership or employee number as this avoids the possibility of mixing up two John Smiths!, this must cross refer **exactly** with the person's entry on the spreadsheet, as our system automatically merges them.
- Saved to a folder and then saved within the **Compressed Data Folder**.

Tips on photos you provide

A smile works wonders, a light neutral background is best and shots at a slight angle to the face tend to be nicer than direct full frontals. We have Photoshop but unfortunately our service does not include the use of airbrushes, sorry!! We will crop the photos to show faces only. Please remember to use a camera rather than a mobile phone to achieve the required quality.

Reverse printing

If you would like to print details on the reverse of the cards then we need you to tell us in the Word document what you would like, it can be text, numbering, barcoding, a logo, the list is endless just let us know what you require.

Proofing

Please note that we provide you with an emailed sample card proof for you to approve prior to going into production. We do not proof every card so it is very important to check the spelling of all names etc., on the spreadsheet.

Checklist for Compressed Data File

- Logo or your design.
- Spreadsheet with all data exactly as it is to be printed.
- Folder with photographs (if required), cross referenced with the person's spreadsheet entry.
- Word Document, if required, listing any special instructions you may have.