



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:

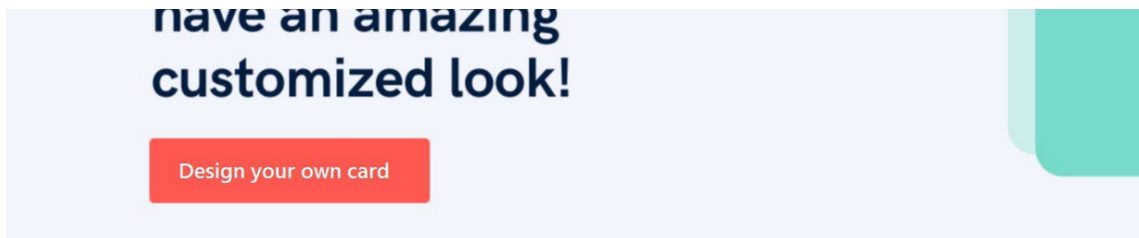
- A. [I have my own card design.](#)

- B. [I want to design my card online.](#)

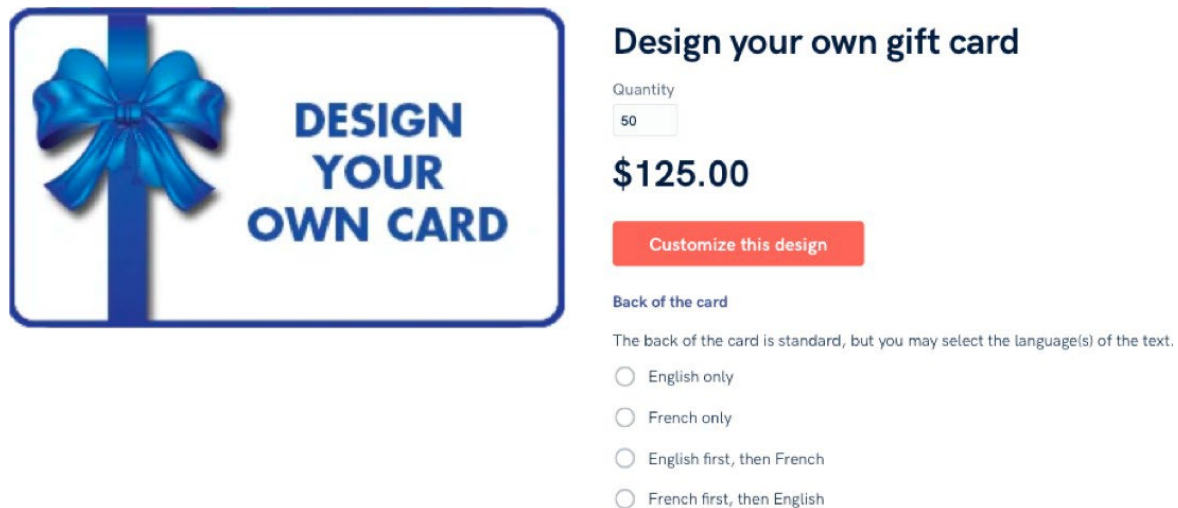
- C. [I want to use one of your templates.](#)

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).



Design your own gift card

Quantity
50

\$125.00

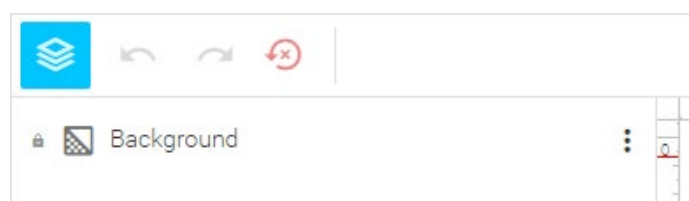
Customize this design

Back of the card

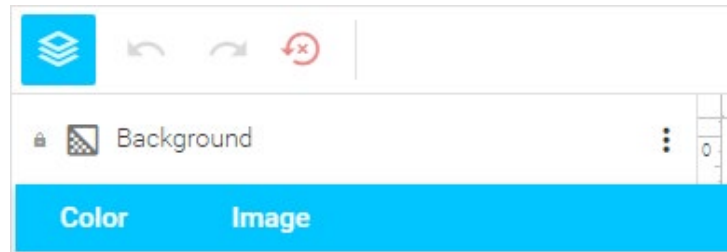
The back of the card is standard, but you may select the language(s) of the text.

- English only
- French only
- English first, then French
- French first, then English

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.



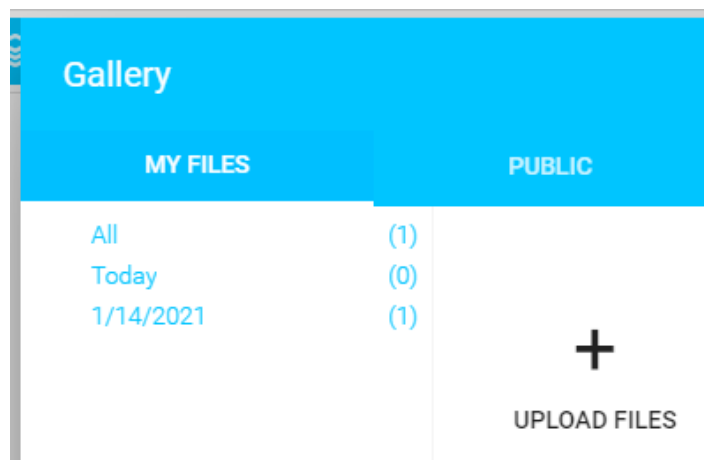
b. Click on the **Image** tab. A Gallery window will appear.



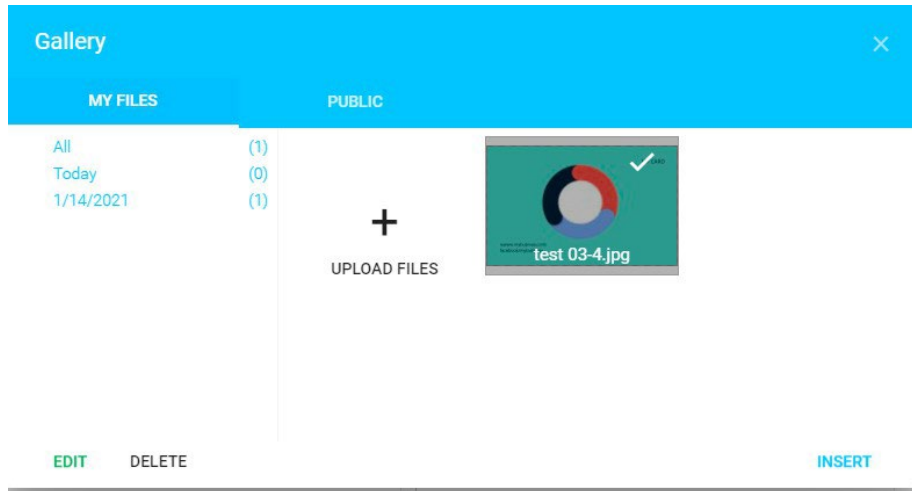
About your Image file: Your card design must meet the following specifications:

- **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 into 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.



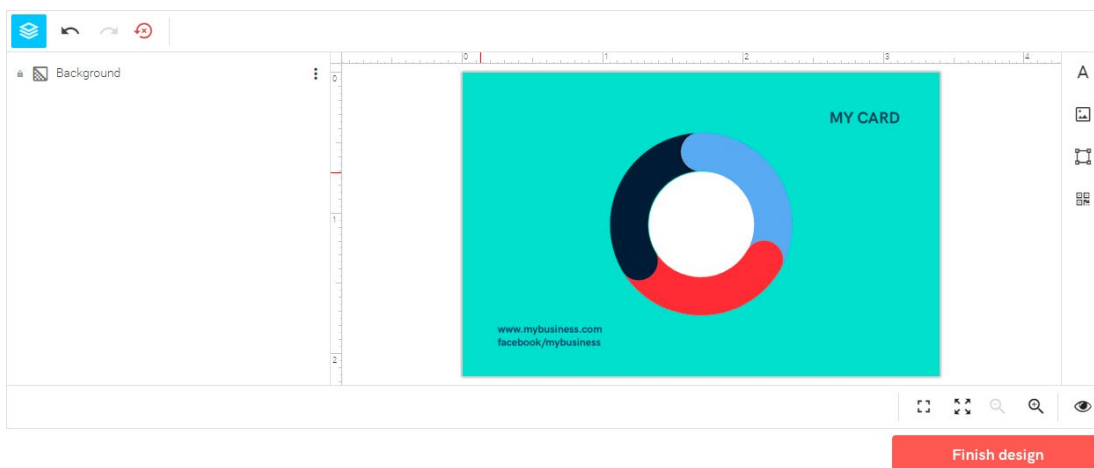
- d. Select your own card design image from your computer and click on Open. Your image will be added to the Gallery. Select the uploaded image and click on **INSERT** to use it as is or click on **EDIT** to customize it first with the Image Editor tools.

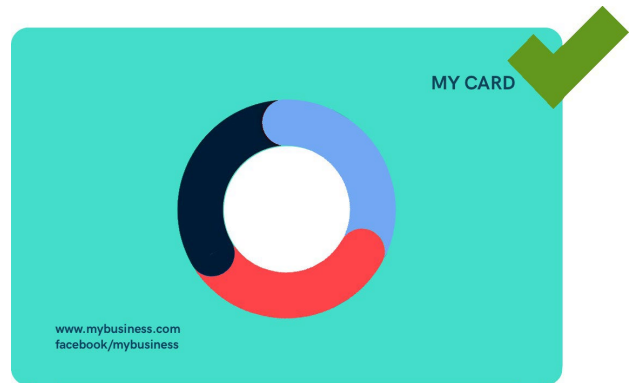
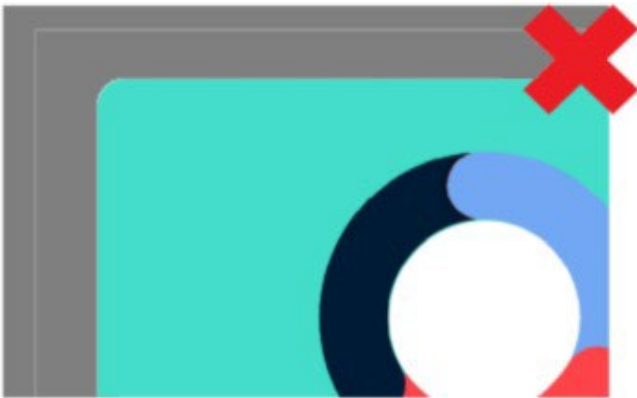
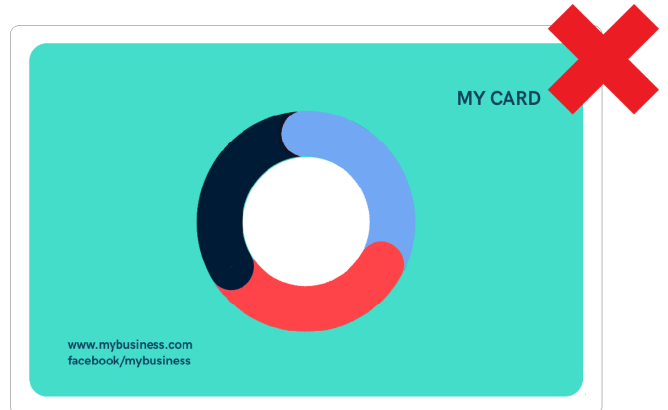
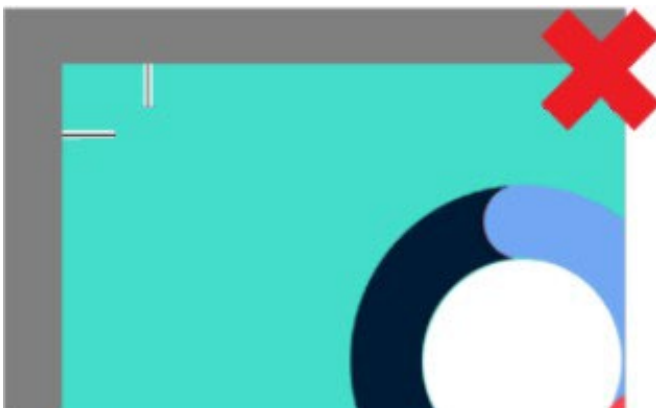
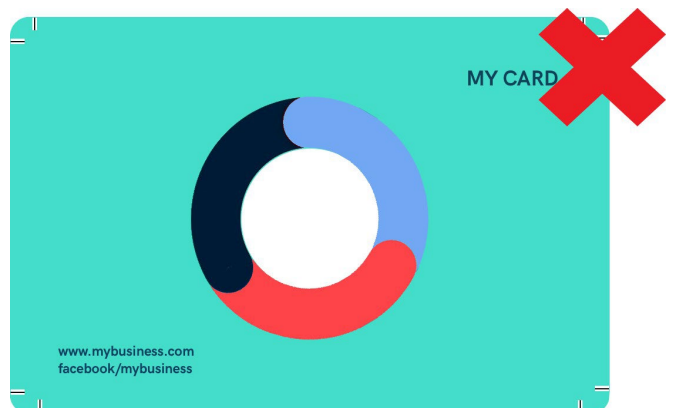


- e. In the Image Editor tools, you can modify the Background, Adjust the colour or crop the image.



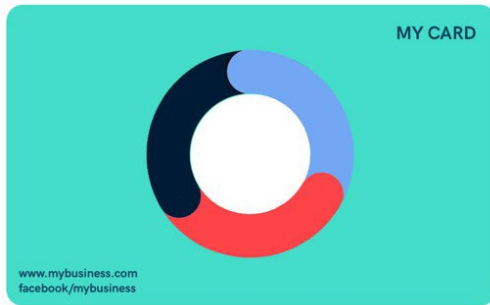
- f. After the **INSERT** button is clicked, your own card design is fully inserted in the Image Editor. If the image is in the right format, size, dimension and resolution, it will be **entirely placed touching the edges** and without any error messages. Click on **Finish design** to complete your design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



Important!**Image uploaded correctly****Printed version with the correct borders****Image uploaded incorrectly****Printed version with white edges****Image uploaded incorrectly****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.

Approve Your Product



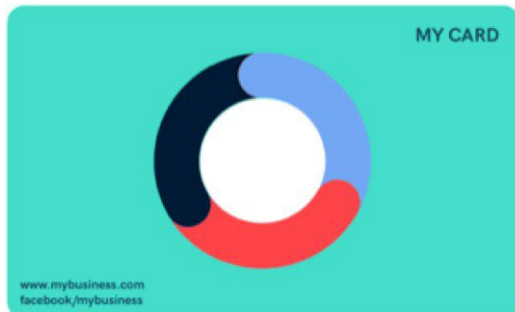
Approval

The product will be printed exactly as it appears above. By clicking the "Approve" button below, I agree that spelling, content, and layout are correct.

[I want to make changes](#)

[Approve](#)

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.



Design Your Own Card

Quantity

50

\$125.00

[Customize this design](#)

Back of the card

The back of the card is standard, but you may select the language(s) of the text.

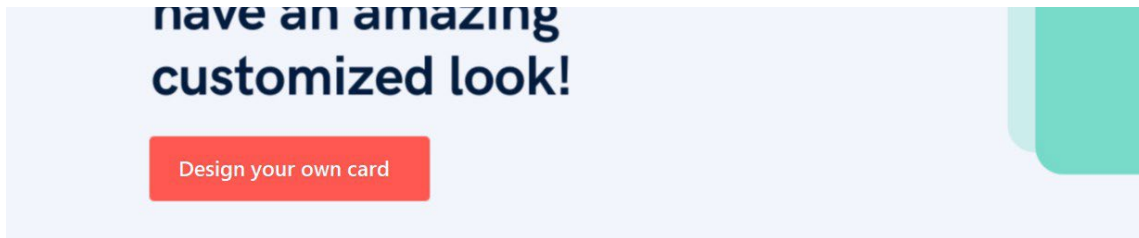
- English only
- French only
- English first, then French
- French first, then English

[Add to cart](#)

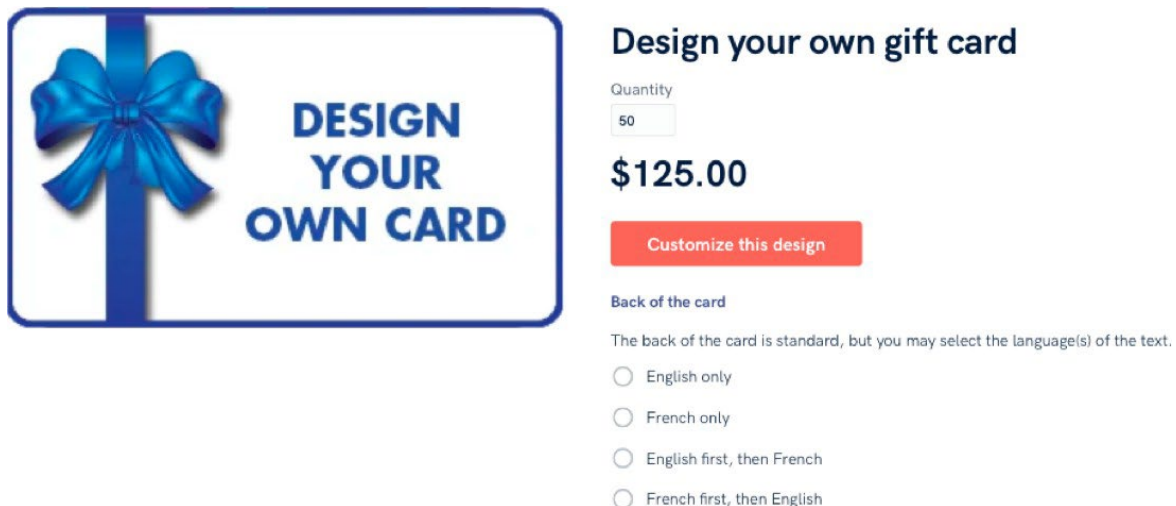
[View cart](#)

B. I want to design my card online.

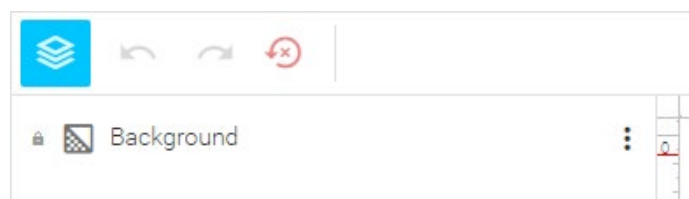
1. Click on the **Design your own card**. You will be redirected to the Card Product detail page.



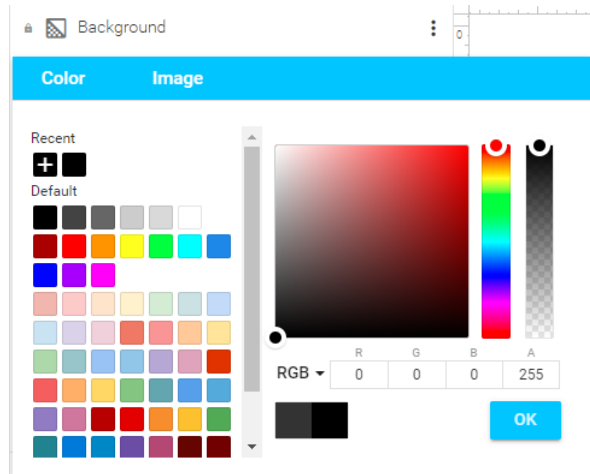
2. Select the **Quantity** of cards that you want to order (1). Select the language of the back for all your cards (2). And then click on the **Customize the design** button (3).

A screenshot of the "Design your own gift card" product page. On the left is a preview of a gift card with a blue ribbon and the text "DESIGN YOUR OWN CARD". To the right of the preview, the title "Design your own gift card" is displayed. Below the title is a "Quantity" input field with the number "50". The price "\$125.00" is shown below the quantity. A red button labeled "Customize this design" is positioned below the price. Underneath the button, the section "Back of the card" is titled, followed by a note: "The back of the card is standard, but you may select the language(s) of the text." Below this note are four radio button options: "English only", "French only", "English first, then French", and "French first, then English".

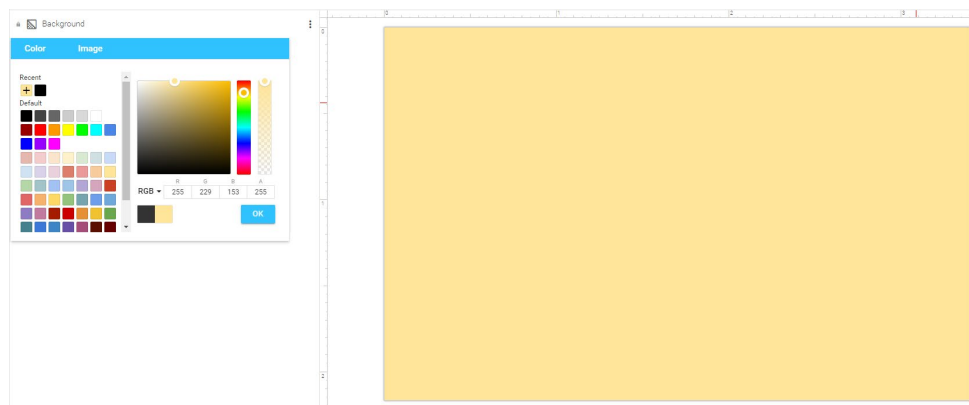
3. An Image Editor automatically opens.
 - a. Click on the three dots that are in the right of the **Background** tab. A drop-down menu will appear.



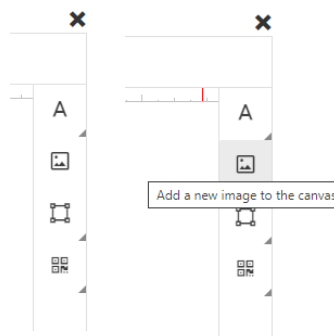
- b. In this drop-down menu, focus on the **Color** tab. Here, you can either choose a colour from the palette, pick one from the colour wheel or enter an RGBA colour code in the space provided.



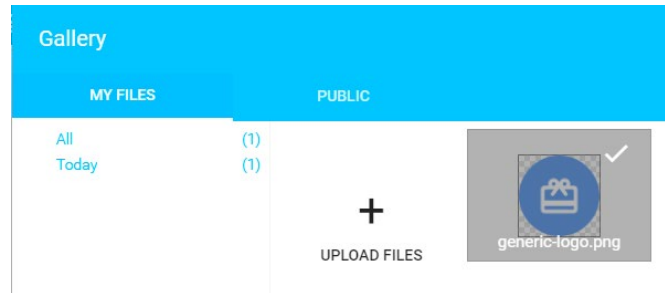
- c. Click on **OK** to confirm your choice. Your background colour will be displayed in the card preview box.



- 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.



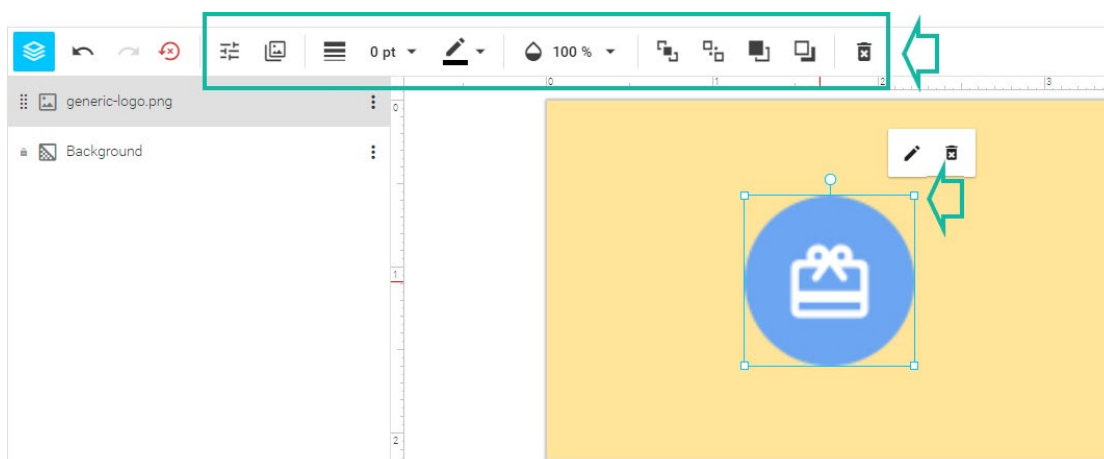
- e. Click on the **MY FILES** tab to upload your own image or click on the **PUBLIC** tab to use an image from our gallery. If you're using your own image, a file upload window will appear. Select an image and click on **Open**.



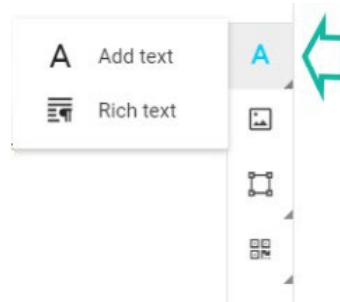
- f. Once you click Open, the image will be added to the Gallery. Select the uploaded image and click on **INSERT** to use it as is or click on **EDIT** to customize it first with the Image Editor tools.



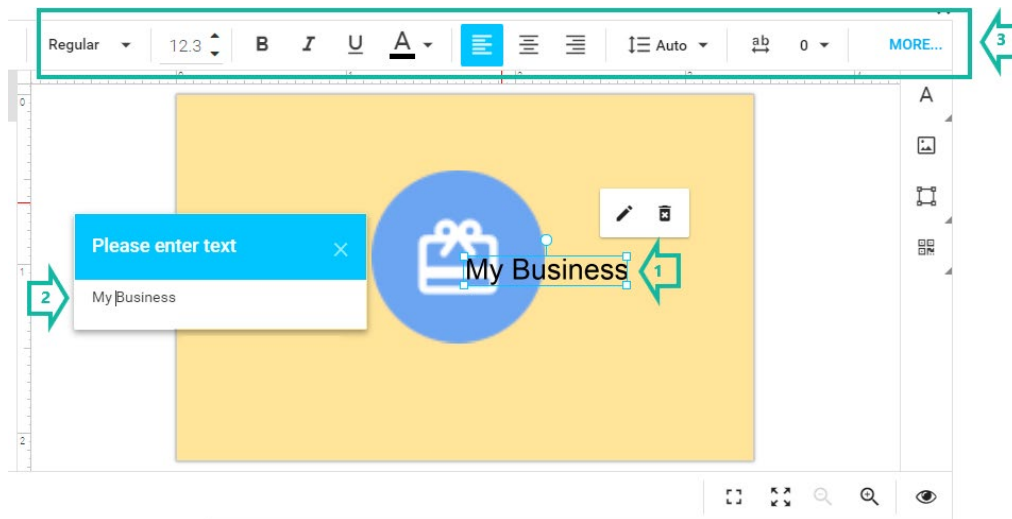
- g. The selected image will appear in the middle of the card preview. You can move, resize or rotate the image or edit it using the toolbar that appears above the card preview when you click on the image.



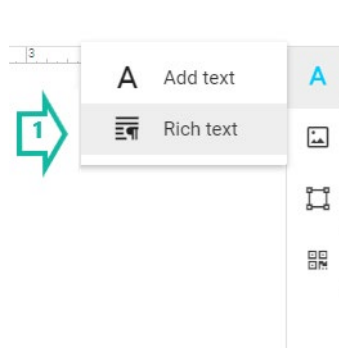
- h. In case you want to add text to your design, click on the **Text** icon in the top right corner of your screen. A drop-down menu will appear.

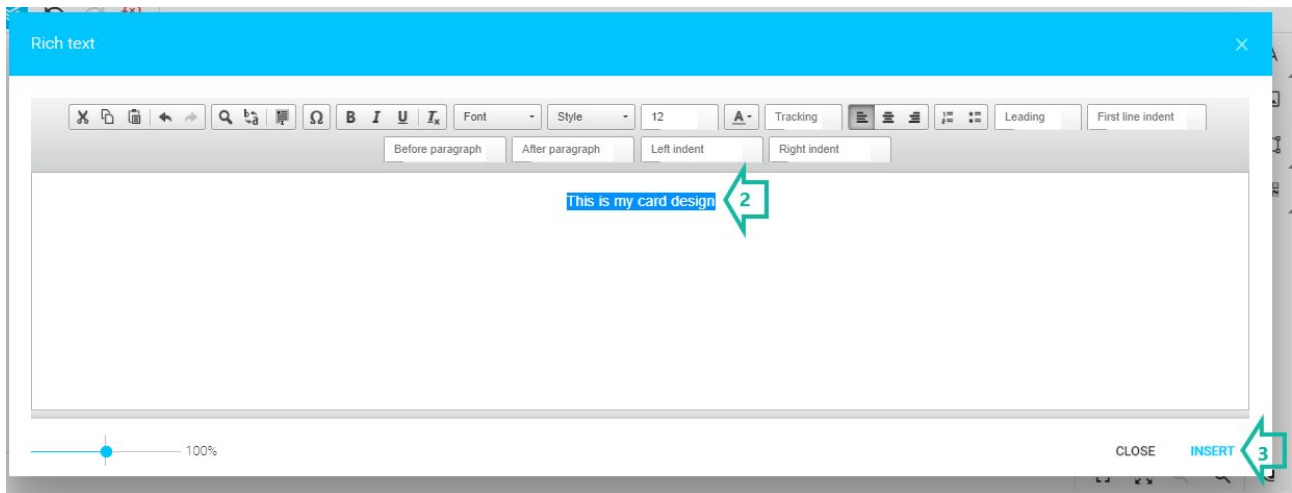


- i. To add a short title or subtitle to your card, select **Add text**. An editable text box will appear in the card preview(1). Double-click on the box and type your title into the new box that appears(2). You can also format it using the toolbar that appears above the card preview or move, resize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

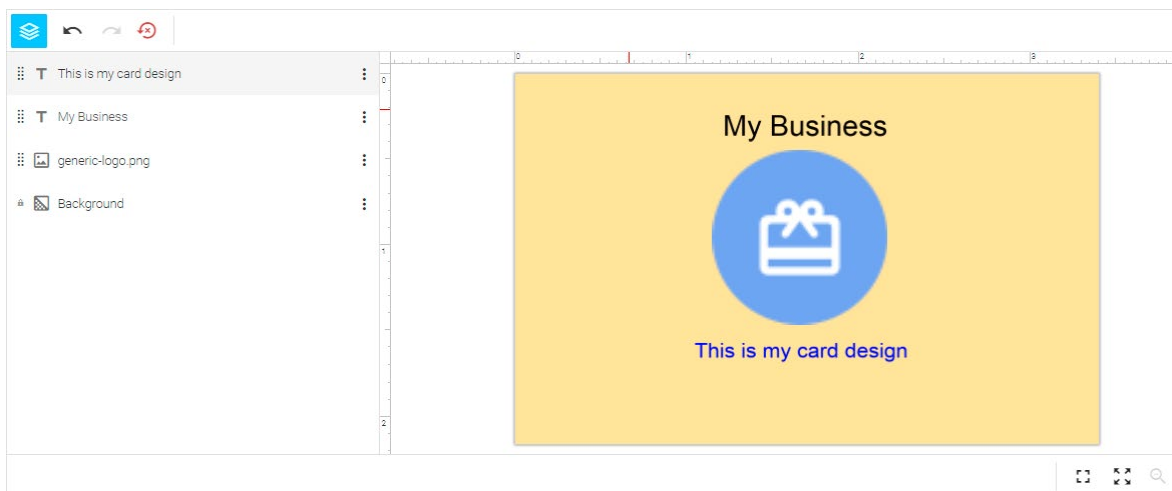


- j. To add a block of text, select **Rich text** (1). A window will appear. Type in your text and format it using the toolbar within the window(2). Click on **INSERT** to add it to your card(3).



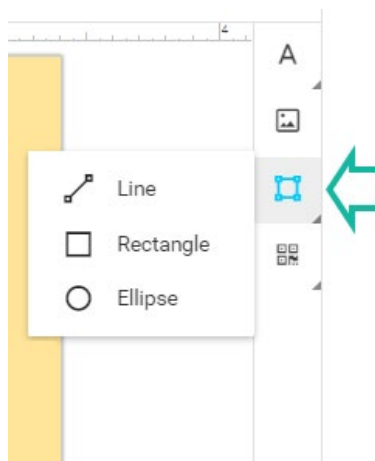


- k. After you click on **INSERT**, a text box will appear in the card preview. You can move, resize or rotate it or double-click on it to edit the text again.

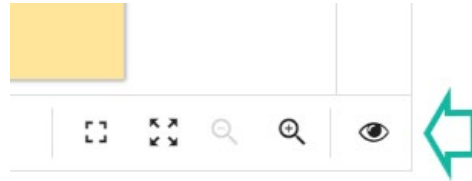


Optional Tools

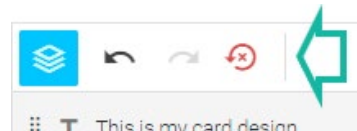
- l. Click on the **SHAPE** tab from the top right corner toolbar to add a line, rectangle or ellipse to your design.



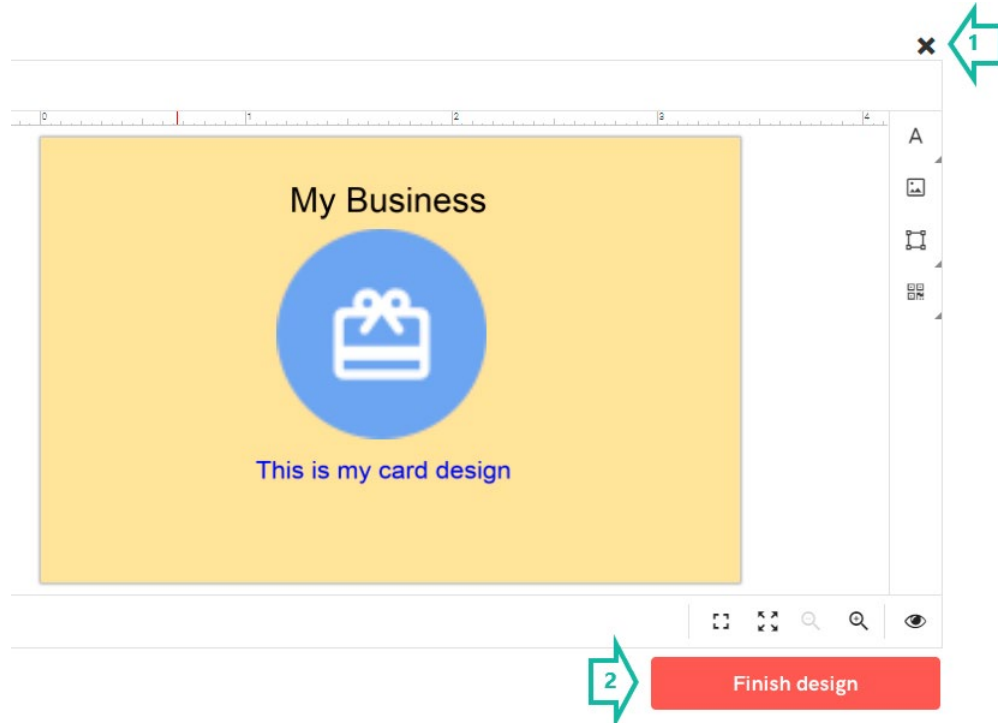
- m. Bottom right corner toolbar: Click on the square **CORNERS** icons to view the card preview in a full window or full-screen mode. Click on the **MAGNIFYING GLASS** icon to zoom in or out. Click on the **EYE** icon to choose whether to show safety lines, grid lines or snap lines.



- 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.

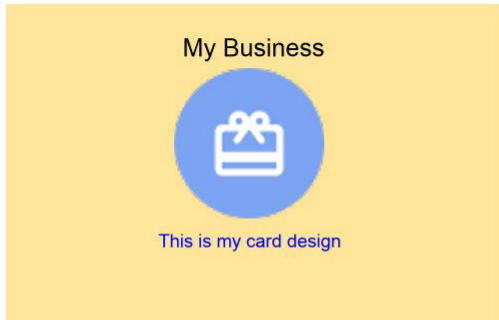


- o. Click on the **"X"** in the top right corner of your screen to close the card design preview and save your changes for later(1). When your design is complete, click on the **Finish design** button in the bottom right corner of your screen(2).



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

Approve Your Product



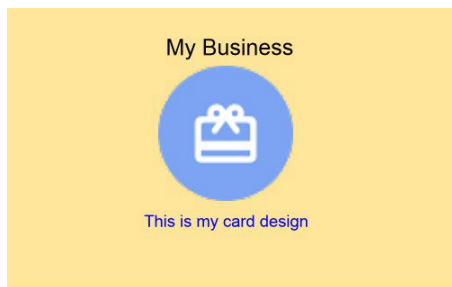
Approval

The product will be printed exactly as it appears above. By clicking the "Approve" button below, I agree that spelling, content, and layout are correct.

I want to make changes

Approve

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.



Design Your Own Card

Quantity

50

\$125.00

Customize this design

Back of the card

The back of the card is standard, but you may select the language(s) of the text.

- English only
- French only
- English first, then French
- French first, then English

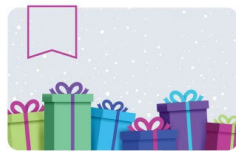
Add to cart

View cart

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.

Here are some defaults you can choose from



T001-Gifts
[Select template](#)



T002-Eggs
[Select template](#)



T003-Love
[Select template](#)

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).



T002-Eggs

Quantity

50

\$125.00

[Customize this design](#)

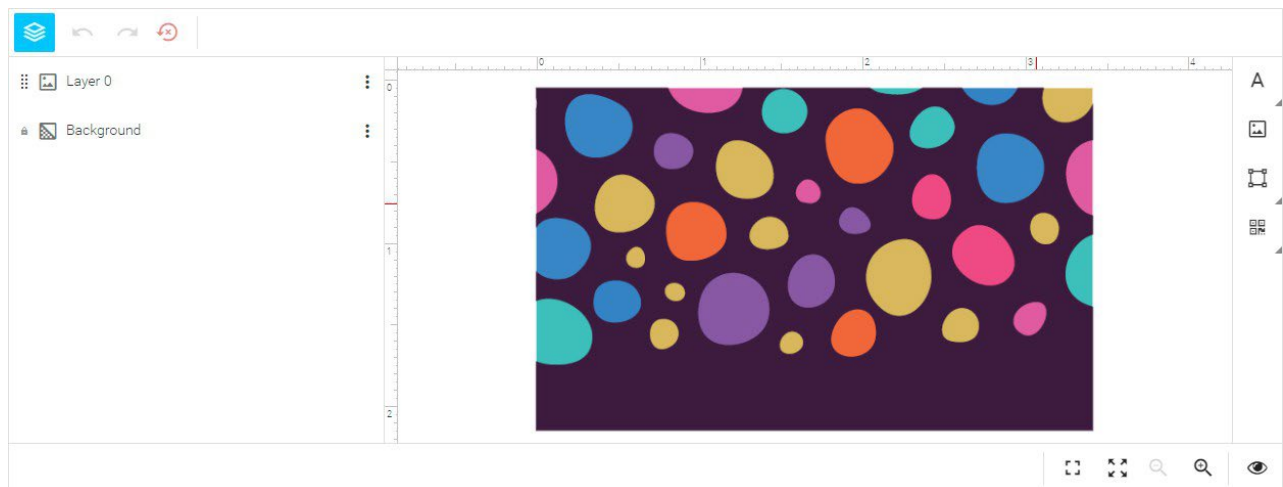
Back of the card

The back of the card is standard, but you may select the language(s) of the text.

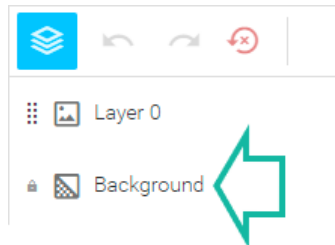
- English only
- French only
- English first, then French
- French first, then English

3. An Image Editor automatically opens.

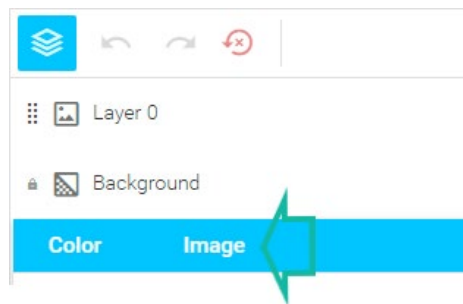
- a. The image template will automatically appear in the image editor.



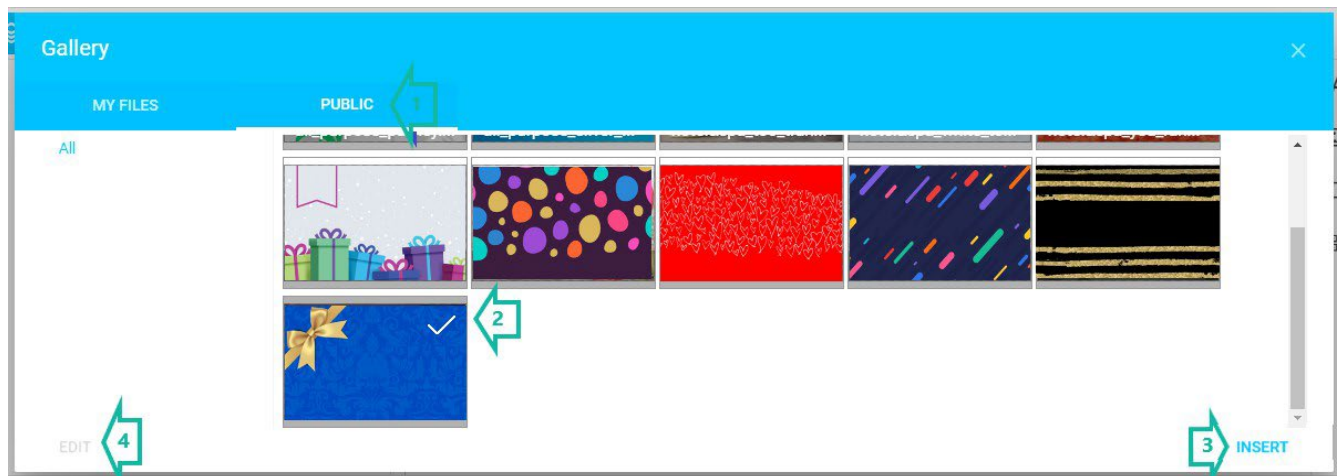
- b. If you want to change the image for another template image (an image from our gallery), click on the three dots that are in the right of the **Background** tab. A drop-down menu will appear.



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



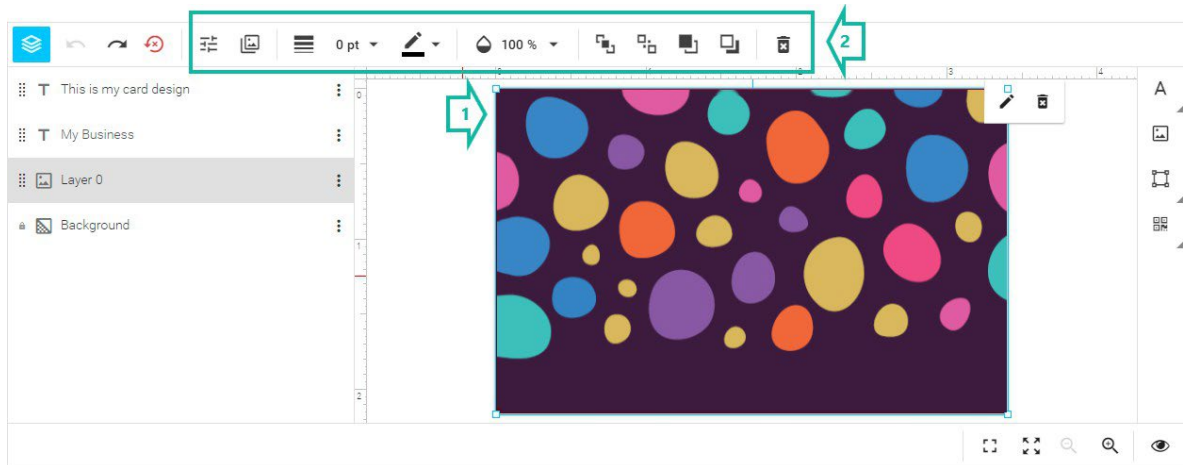
- d. In the Galley window, select the **PUBLIC** tab(1) to see available images. Then select an **image**(2) and click on **INSERT** (3) to use it as is or click on **EDIT**(4) to customize it first with the Image Editor tools.



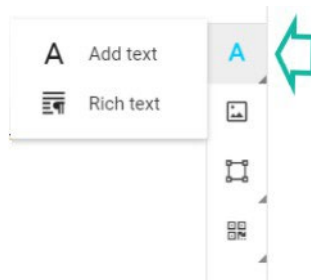
- e. In the Image Editor tools, you can modify the Background, Adjust the colour or crop the image.



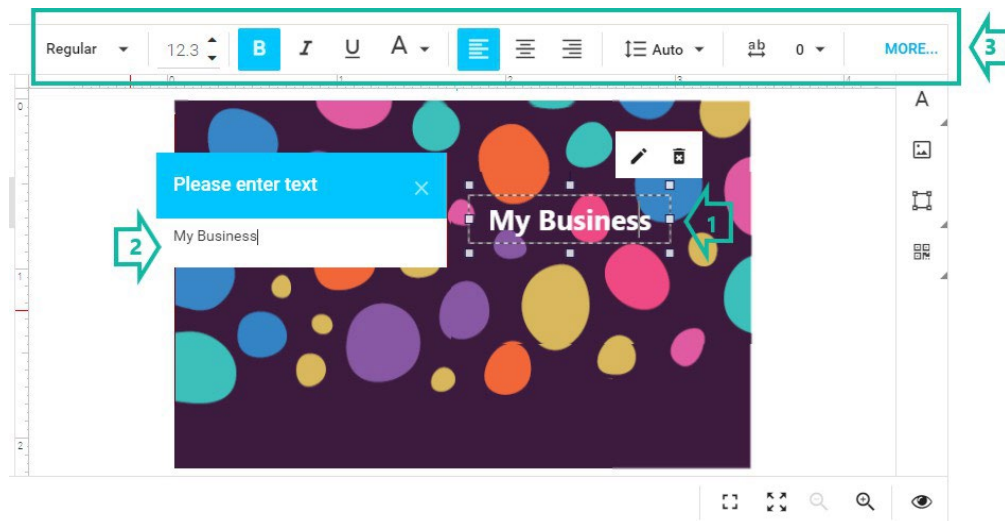
- f. The selected image will appear in the middle of the card preview. You can move, resize or rotate the image(1) or edit it using the toolbar (2) that appears above the card preview when you click on the image.



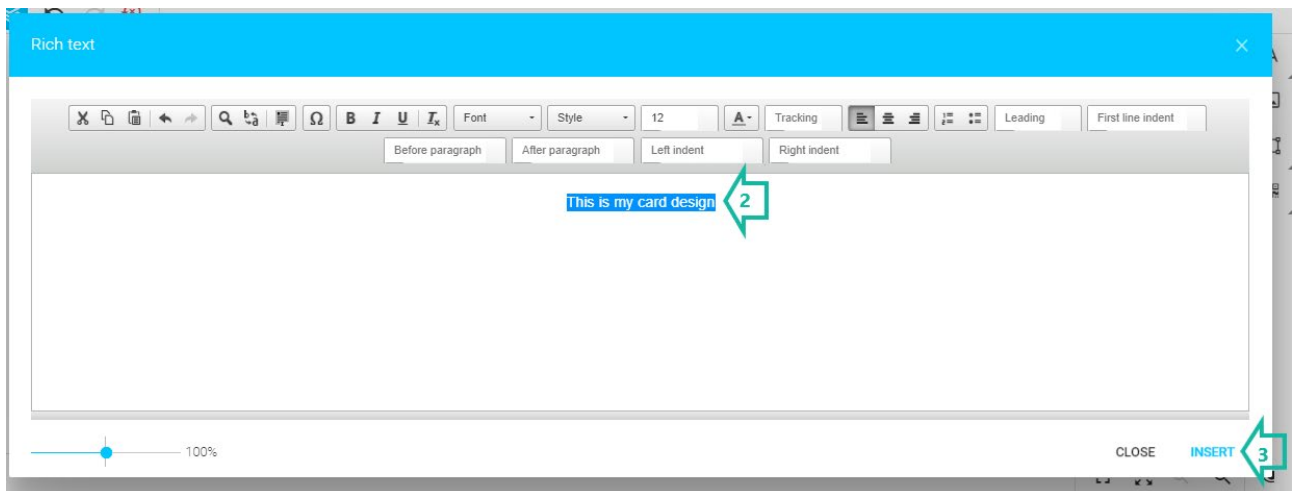
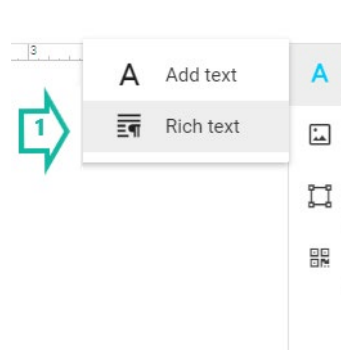
- g. In case you want to add text to your design, click on the **TEXT** icon in the top right corner of your screen. A drop-down menu will appear.



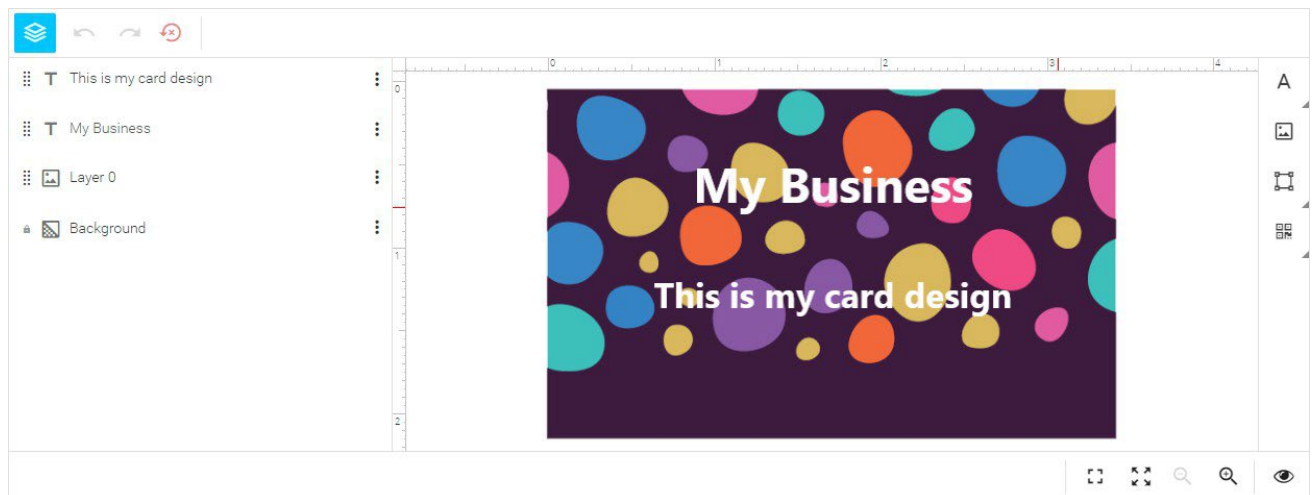
- h. To add a short title or subtitle to your card, select **Add text**. An editable text box will appear in the card preview(1). Double-click on the box and type your title into the new box that appears(2). You can also format it using the toolbar that appears above the card preview or move, resize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

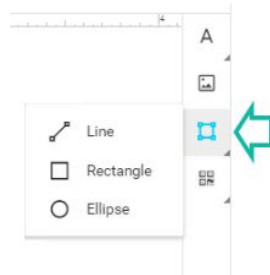


- j. After you click on **INSERT**, a text box will appear in the card preview. You can move, resize or rotate it or double-click on it to edit the text again.

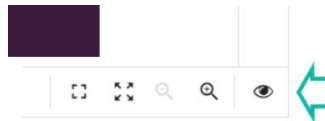


Optional Tools

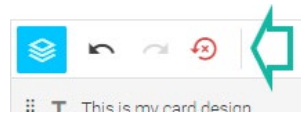
- k. Click on the **SHAPE** tab from the top right corner toolbar to add a line, rectangle or ellipse to your design.



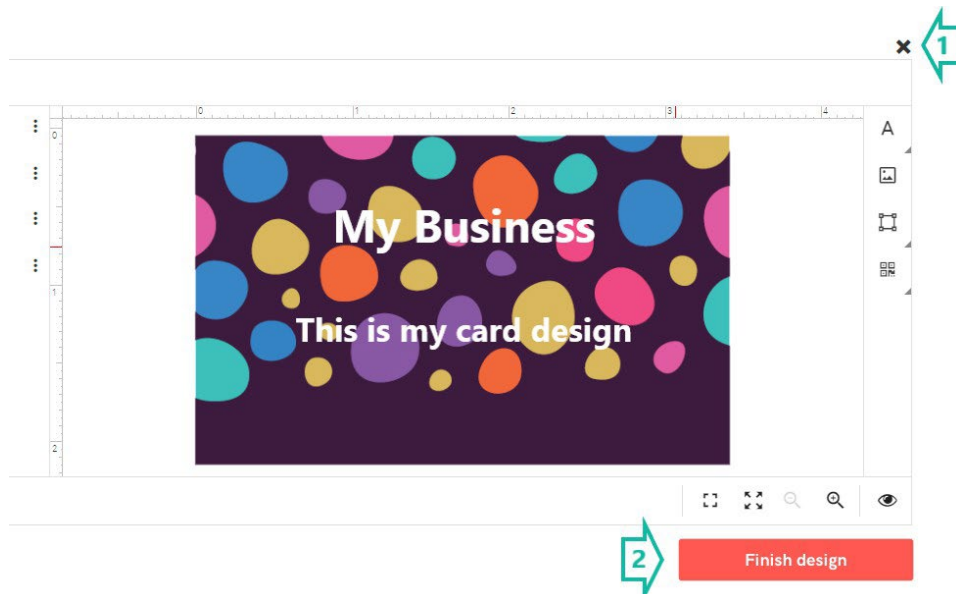
- l. Bottom right corner toolbar: Click on the square **CORNERS** icons to view the card preview in full window or full screen mode. Click on the **MAGNIFYING GLASS** icon to zoom in or out. Click on the **EYE** icon to choose whether to show safety lines, grid lines or snap lines.



- 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.

Approve Your Product



Approval

The product will be printed exactly as it appears above. By clicking the "Approve" button below, I agree that spelling, content, and layout are correct.

[I want to make changes](#)

[Approve](#)

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.



T002-Eggs

Quantity

50

\$125.00

[Customize this design](#)

Back of the card

The back of the card is standard, but you may select the language(s) of the text.

- English only
- French only
- English first, then French
- French first, then English

[Add to cart](#)

[View cart](#)