

id cards & accessories



Photo ID Card Printing Guide

Example Card



Example Card

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

1) Design

Please send us your logo as a jpeg, 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.

2) Reverse printing

If you have also ordered a reverse print then tell us in a 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.

3) Proofing

Don't worry we provide you with an emailed sample card proof for you to approve or tweak prior to going into production.

4) Data

Download the data spreadsheet from the product page on our website. Input all the variable data to appear on your ID Cards, name each column to correspond with the data field on your card layout. You may wish to add more columns for variable fields such as, Name, Job Description, Photo Name, Employee Number, Expiry Date etc.

Please take great care with spelling, what you enter is EXACTLY what will print on your cards. We do not proof every card!

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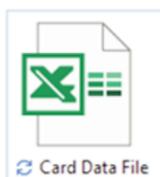
	A	B
1	Name	Job Description
2	Josh Taylor	IT Manager
3	Keith McDonald	Warehouse Assistant
4	Lucy Jones	Receptionist
5	Stephen Banks	Sales Manager
6	Sunita Khatri	Senior Engineer
7	Susan Adams	Director

5) Photographs

1. The standard is 32mm x 25mm but you can have any size you like provided it will fit on the card design.
2. Supply all photo files with the same extension, so all jpgs or all png files not a mix.
3. Each photo file name MUST exactly match that in the 'Photo Name' on the spreadsheet.
4. Each file name must be unique so if you have, for example, 2 x John Smiths then use a Employee Number instead.

Once you have used the spreadsheet please keep a copy of it for when you need to send more in the future. Please delete old data before submitting for a new batch of cards. Do not hide the rows.

	A	B	C	D
1	Name	Job Description	Photo Name	
2	Josh Taylor	IT Manager	Josh Taylor.jpg	
3	Keith McDonald	Warehouse Assistant	Keith McDonald.jpg	
4	Lucy Jones	Receptionist	Lucy Jones.jpg	
5	Stephen Banks	Sales Manager	Stephen Banks.jpg	
6	Sunita Khatri	Senior Engineer	Sunita Khatri.jpg	
7	Susan Adams	Director	Susan Adams.jpg	



Josh Taylor.jpg



Keith McDonald.jpg



Lucy Jones.jpg



Stephen Banks.jpg



Sunita Khatri.jpg



Susan Adams.jpg



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6) Sending your files to us

There are 3 ways to send files to us, please use one of these methods providing your order number:

- a) 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 the checkout stage.
- b) Email to idcards@theedgesystems.co.uk
- c) Upload to <https://wetransfer.com/>

Checklist

- Logo.
- Spreadsheet with all data exactly as it is to be printed.
- Word Document, if required, listing any special instructions you may have.
- Artwork saved to 600dpi or high resolution PDF (if being supplied)
- Name and Photo's, cross referenced with the person's spreadsheet entry

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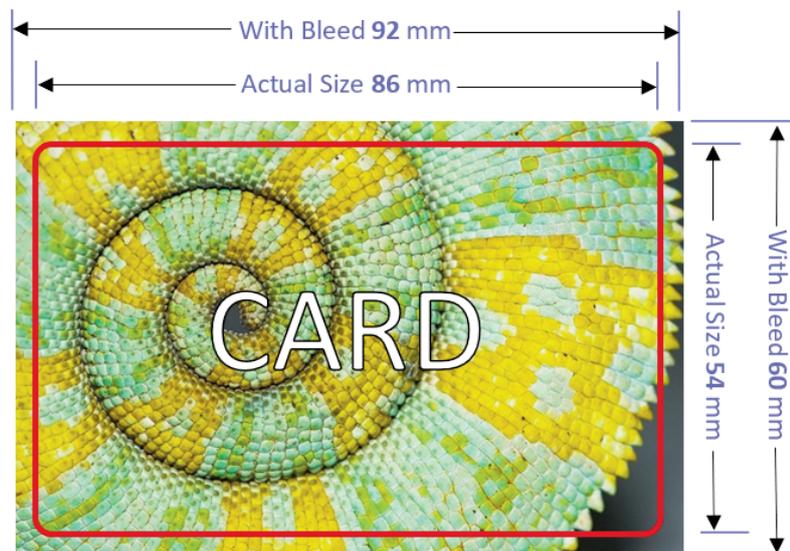
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8) Supplying Your Own Design

If you are designing your own card to upload then we need it created as a 86mm x 54mm design, and saved as a 600dpi .Jpg or high resolution PDF with logo and background images as required in place.

If your artwork is to the edge of the card then a 3mm bleed needs to be added to allow for movement when the card is cut. This will make your artwork dimensions for the card 92mm x 60mm which will then finally be cut down to the standard size of 86mm x 54mm.

Keep all graphics, text etc. that you want to appear on the card within the boundaries of the actual card size. You should consider a 3mm safe zone on the inside of the actual card size to allow for any movement during manufacture.



9) Personalisation & Photos

Please do not include ANY personalisation in the design, this is added separately with the variable data. (Name & Photos etc) – Please refer to instruction on Page 1 and 2.