How to use this template to design your ID cards

1. The following page on this word document is your card design. Anything already on the template can be modified to suit your requirements, and you can add your own logos, imagery and data too. However, it’s essential that you do not change the size of the page, as this will mean that your design will not print properly and data could be cut off as a result.
2. To add your own photos, logos and images to the card design, go to the insert tab at the top of your screen and click ‘Pictures’. This will open file explorer, where you can select the files that you’d like to add. To ensure that the print quality of your cards is optimised, only use high resolution graphics and photos on your design where possible.
3. To change the colour of shapes on the design, select and right click on the shape and use the ‘fill’ option.
4. We recommend that all important data such as text or logos should be kept within the page margins. This will ensure that all your data is visible when printed and is not too close to any of the card edges.
5. If you require multiple cards with different data on, you can duplicate the design by holding down shift on your keyboard, selecting all the elements of the design and then copy and pasting them onto the following page. If your cards require printing on the reverse, please ensure that the design for the reverse side follows the front side for each card. (The order of the pages should be ‘front, reverse, front, reverse etc.) Please delete any unused sample pages before submitting your designs.
6. Once you have completed your design, please check over all text for spelling errors as we will not be responsible for any misspelt data. Also check your card to make sure that any photos match the text data on the cards.

Top tips for top notch ID cards:

* Bold block colours print better, so avoid using graduated or faded graphics where possible.
* If you would like your photos to be passport size, right click on the photo and select crop. Then, in the format tab at the top of your screen, insert the dimensions 45 x 35 mm and then reposition the crop box accordingly.
* Green guidelines might show up when dragging your images or shapes into a new position- these help you to ensure that your card’s different elements are aligned horizontally, vertically or with other elements on the page. Align your elements consistently for a smarter looking card!
* If you’re having the security HoloImage, make sure you allow for this in your design. The HoloImage sits 4mm in from the bottom right corner and is 14 x 14mm in size. Design elements can cover this area however any important elements should be well clear of this.



Manager

**Simeon**

**Samplecard**

If this card is found, please contact:

Reception: 01234 567890

Email: reception@simplesample.co.uk