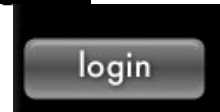


## How to use your Online Free-Edit Template

1. Go to [www.portraitdesignstudio.com](http://www.portraitdesignstudio.com)
2. Click the login button on the left-hand side of the screen
3. Enter your User Name and Password on the **Existing Users** side of the screen.



**Login**

**Existing Users**  
Please enter a user name and password.

User Name:

Password:

Next time log me in automatically

[Forgot Your Password?](#)

**New Users**  
Please enter a new user name and password and click "Continue".

User Name:

Password:

Confirm Password:

4. First, upload any photos you are going to use on your postcard into My Library on the top tool bar. Click on My Library and then click Upload Image or Upload Database to load your mailing list (if you are using one).

**Note:** ALL databases uploaded must be in Excel .csv (comma separate value) format. Our software will not support any other formats.





If you prefer, you can also email your mailing list to: [wayne@portraitdesignstudio.com](mailto:wayne@portraitdesignstudio.com)

You will be able to see all of the images and databases that you upload in the viewing pane below. Be sure to name the items so that you will be able to easily identify them when working on your template.

**My Library**

Content you have uploaded.

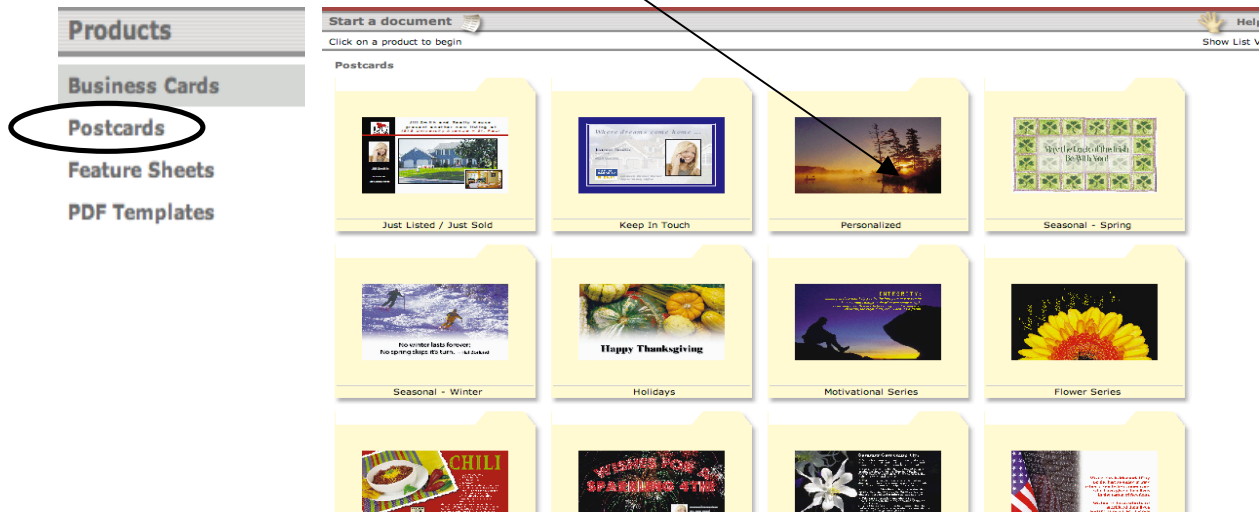
Upload Image...
Upload Database...
Upload PDF Document...
View Hidden Items...

 <a href="#">Hide</a> <a href="#">Rename</a> brianheadshot2.jpg	 <a href="#">Hide</a> <a href="#">Rename</a> house.jpg	 <a href="#">Hide</a> <a href="#">Rename</a> house.jpg	 <a href="#">Hide</a> <a href="#">Rename</a> kitchen.jpg
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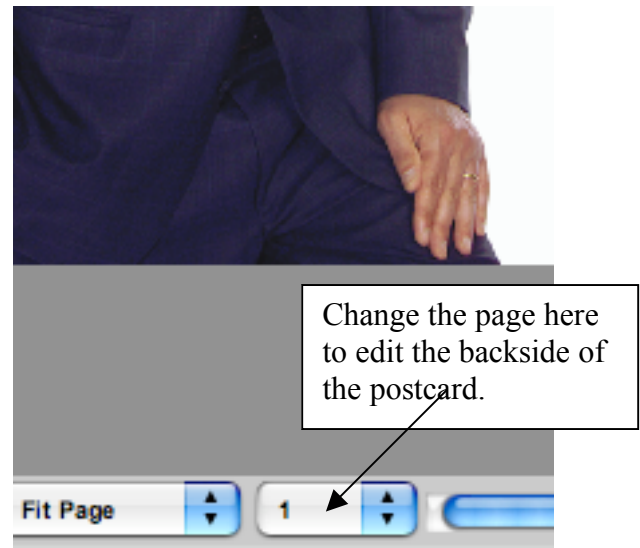
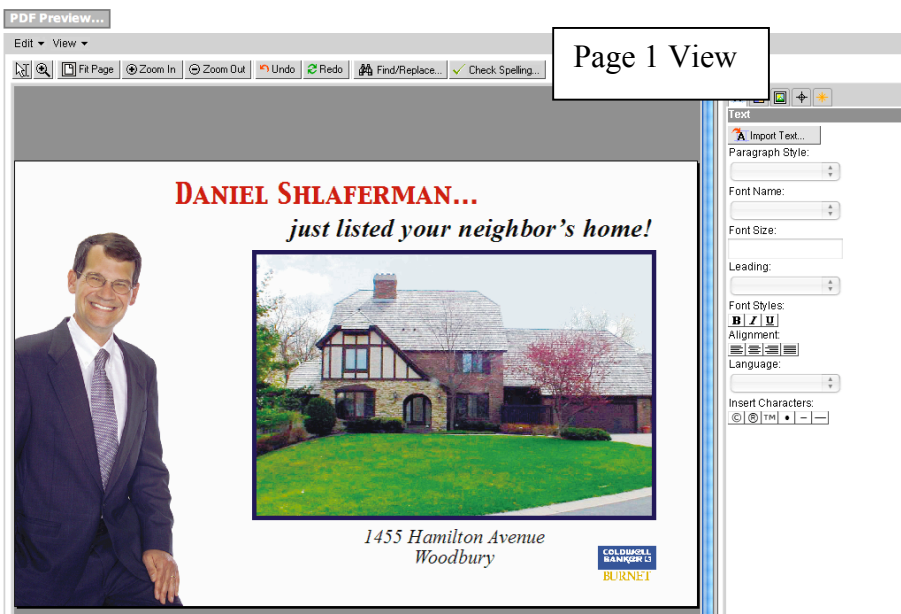
- After uploading all necessary photos and/or mailing lists, click on Start at the top left-hand side of your screen. This will bring you back to the main products page.



- Click on Postcards from the list of products on the left-hand side of the screen. All of the postcard folders available for you to view will be on the right side of the screen. Click on the Personalized folder and your template will be in there. Click on your Custom template inside this folder, which will have your name as part of the title.



\*\*\*You are now ready to start modifying your template. Your first view is of the first page. To switch pages and modify the backside, use the page # drop-down box at the bottom of the template.



**GENERAL TOOLBAR OVERVIEW-** All of the toolbars are on the right-hand side of the screen and along the top of the document.

**Right side Toolbars** – these are the main editing toolbars that you will use to modify your postcard. There is a brief description of the main function of each, but a detailed explanation is on the following pages.



TEXT: Modifying Text

COLORS: Changing background colors, outline colors and text colors.

IMAGES: View all of your pictures in your current Library and put them into your template.

SIZE & POSITION: Modify the size and position of the photos

ADD NEW ELEMENT: Add new rectangles, circles, text boxes or image boxes.

**Top Toolbars** – these are mostly used for checking the document for errors. There is an Undo button, a Zoom button so you can take a closer look at your work, Spell Check, etc.

Edit ▾ View ▾



ZOOM IN: as another way to check your spelling, prices, etc.


ZOOM OUT: after you have zoomed in to check your work.

UNDO: Make a mistake? It's okay – just hit undo.

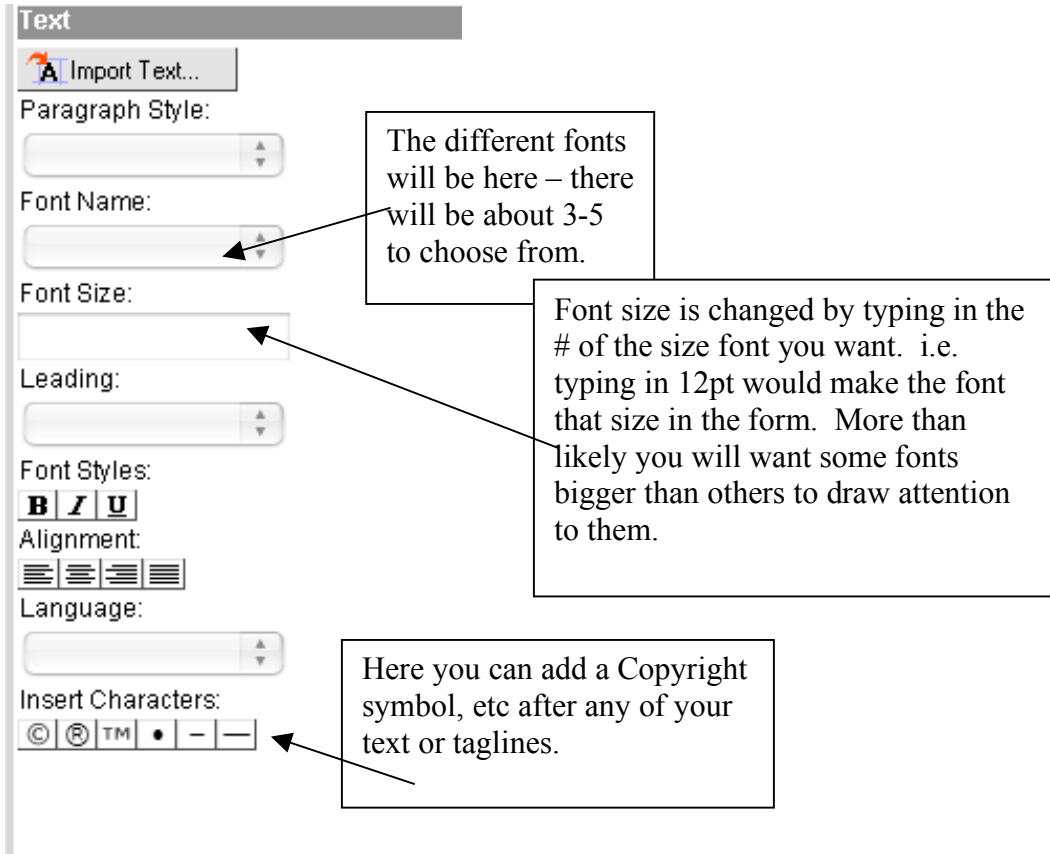
REDO: Want to redo, but you just undid? Just click Redo.

CHECK SPELLING: Don't forget to spell check – remember, you're the final proof reader on all online orders.

## IN-DEPTH TOOLBAR EXPLANATIONS

1.  **Modifying text in the document.** Click on the text in the document to delete it or change it by typing directly onto the document.

Change the size, the font style, whether or not it is bold or underlined and the alignment on the page – center, left, etc.



The screenshot shows the 'Text' toolbar with the following options and callouts:

- Import Text...:** A button with a small 'A' icon and a red arrow.
- Paragraph Style:** A dropdown menu.
- Font Name:** A dropdown menu. Callout: "The different fonts will be here – there will be about 3-5 to choose from."
- Font Size:** A text input field. Callout: "Font size is changed by typing in the # of the size font you want. i.e. typing in 12pt would make the font that size in the form. More than likely you will want some fonts bigger than others to draw attention to them."
- Leading:** A dropdown menu.
- Font Styles:** Buttons for Bold (B), Italic (I), and Underline (U).
- Alignment:** Four icons representing left, center, right, and justified alignment.
- Language:** A dropdown menu.
- Insert Characters:** Buttons for Copyright (©), Registered (®), Trademark (TM), Bulleted list (•), and other symbols. Callout: "Here you can add a Copyright symbol, etc after any of your text or taglines."



2. **Modifying colors in the document.** Click on the text, background, border or color form to be changed. Change the color and/or opacity.

To change fill color of back-grounds or shapes in the document.

To change the border color around photos or shapes.

To change the text color.

To change the opacity of the color – you can choose 25%, 50%, 75% or 100% to get your desired color.

The image shows a software interface for color selection. At the top, a 'Color' toolbar contains three icons: a solid black square, a square with a black border, and a letter 'A'. Below these is the text 'Set Fill Color'. Underneath is a 'Fill Tint' slider, which is currently set to 100%. Below the slider is a color palette with the following options: (none) (diagonal lines), Black, White, Red, Green, Blue, Yellow, Brown, Gray, Orange, Purple, BRACEBlue, CBB Blue, and Edina Red. Arrows from the text boxes point to the corresponding icons and controls in the interface.



3. **Adding images and photos to your document.** Click on the photo or image to replace in the document and then click this button. You will be able to see all images uploaded into your Library and upload new images if you forgot some. Cropping images is also possible in this view by using the Edit Image button.

The screenshot shows a software interface for managing images. At the top, there is a toolbar with icons for text (A), color, image, crop, and zoom. Below the toolbar is a section titled 'Images' containing two buttons: 'Upload Image..' and 'Edit Image..'. Below this is a section titled 'My Library' with a scrollable list of four portrait photos. Each photo has a caption box to its right. The photos and captions are: a man in a suit (DOE, JOHN), a woman in a dark jacket (DOE, JANE), a woman with glasses (DOE, JANE2), and a woman with blonde hair (Neseth, Cindy\_003). A vertical blue scrollbar is on the right side of the photo list.

If you forgot to upload some images you want to use on your postcard, click here and Upload them directly from this view.

**IMPORTANT: HOW TO REPLACE THE PHOTO**  
To replace the photo in the postcard first be sure to click on it in the document. Then find the photo in this view to replace it with and click on it once. It may take just a minute, but it will automatically replace the current postcard photo with the new one selected.



4. **Editing the size and position of the photographs.** To edit the photo sizes in the document you can change the dimensions here. This feature is rarely necessary, but available to you should you want it.

**Size and Position**

Left: 3.014in

Top: 1.139in

Width: 5.1in

Height: 3.4in

Angle: 0

This is the photo's distance away from the left-hand side of the postcard.

This is the photo's distance away from the top of the postcard.

These are the Height & Width of the photo itself.



5. **To add a new element to the postcard.** Add new shapes, such as rectangles or circles, new text boxes or new picture boxes. Just click on the button of the new element you wish to add and then put it where you want in the postcard template.

**Add New Element**

New Rectangle

New Circle

**A** New Text Box

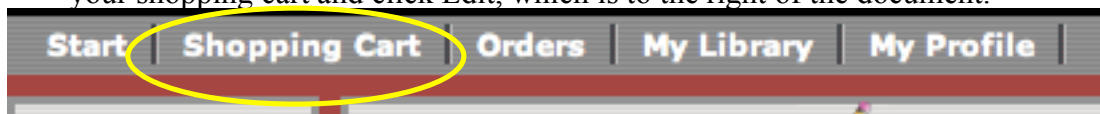
New Image

Want to be more creative with your template? Add rectangles or circles for added custom design.

Add new picture boxes and/or text using these two buttons.

## Tips for Success



1. **Play around with your template before you actually need to use it.** Upload some pictures, change the pictures in your template, edit text and make up a mock up card just to get familiar with the software.
2. **Save the card to your Shopping Cart** if you need to walk away from the template for a while, because if your session times out, you will lose all of your work. To do this, just click Next Step at the top of your screen until you reach the Shopping Cart. All of your work will can be saved in there until you are ready to order. To edit a template saved in your Shopping Cart, when you log-on go to your shopping cart and click Edit, which is to the right of the document.




### Shopping Cart

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

[Update](#) [Proceed to Checkout](#) [Continue Shopping](#)

Thumbnail	ID	Description	Product	Quantity	Date Modified	Options	Price
	D-32BAB250	cccc	Edina Business Card Seven	500 	6/6/2007 2:09 PM	<a href="#">Edit</a>   <a href="#">PDF Preview</a> <a href="#">Duplicate</a> <a href="#">Delete</a> <a href="#">Hold</a>	\$44.95

3. **Always use PDF Preview** to check all of your work before ordering. You are the FINAL PROOFREADER and Portrait Design & Print will not be responsible for any mistakes made on online templates. You can use the PDF Preview button from either the Shopping Cart view, or the edit view of the postcard itself. 
4. **Hook up to the fastest internet connection you can find.** Be aware that it will take some time to complete a postcard. These are very, very large files and the changes can take time. The faster your internet connection, the more quickly the process will go.
5. **When checking out be sure the Billing Information matches the address the credit card being used is billed to.** If it does not match, authorization will not be possible and the order can't be placed. Also, make sure the security code matches exactly. The security code is the last 3 digits on the back of the credit card. It is only 3 digits.

HAVE FUN!