



# Design Online Guide

## Hi, I'm Kirsty

Hi, I'm Kirsty and I'm the Design Online Graphic Designer. I create our free online templates that are available for you to customise however you like. You can also use our free Design Online tool to create a brand new design on a blank template – which makes creating your artwork a lot simpler! I'd like to give you a rundown on how to use the Design Online tool to create a stunning design for your business.

I thought that the best way to do this was to show you a step-by-step guide on how to design a Business Card on a blank template.



1. First things first, you should [create an account](#) with us. That way, it'll be easier to save your design later on. It also means that if you want to design now and order later, you can easily get back to your design when you're ready. If you already have an account with us, log in before you start designing.

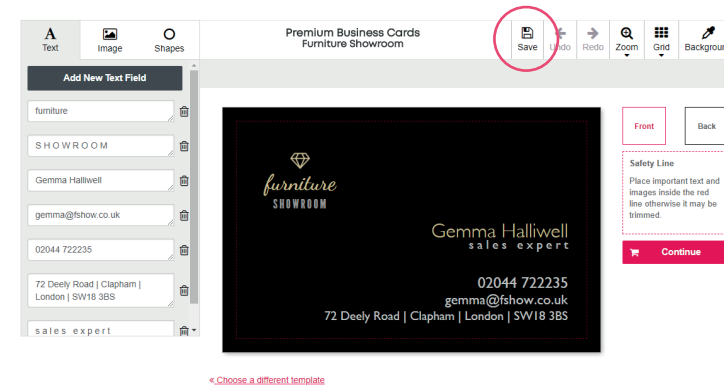
2. Once you're logged in, click onto our 'Free Designs' heading on our homepage. Or [click this link](#).

3. Next, click on the button that says 'Create Your Own', and this will take you to the Design Online tool.

4. On the sidebar on this page, you can pick the product you'd like to design. For this guide, I'm going to pick an 85 x 55 mm Business Card.

5. Create your design! I like to start with a background colour, then add on from there. Make sure all of your text and any important images stay inside the pink dotted safety line – this will make sure that none of the important bits get trimmed during print!

6. Keep saving your design as you go along!



7. Once you're ready, click 'Complete'.

8. Check your design is clear and that the text is legible. You can go back and edit your design at this point if you're not happy with it. If you like how it looks, confirm that you've checked and approved your design and continue.

9. Now it's time to choose your delivery options, whether you'd like to add Lamination to give you card a unique feel, whether you'd like right-angled corners or rounded ones, and to pick the quantity you'd like of your chosen product.

***Not sure what laminations?  
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# Saving & Accessing Your Designs

## How to Save Your Design

If you want to design today and order later, that's perfectly fine! You can save your design on your account and come back to it whenever you want – this also means you can come back to complete your order later too!

If it's been a while, the option to 'Edit Design' might not appear, so instead you'll need to click the 'Copy' button which will copy it onto an up-to-date page. After you've done this, you can edit and continue to checkout as normal.

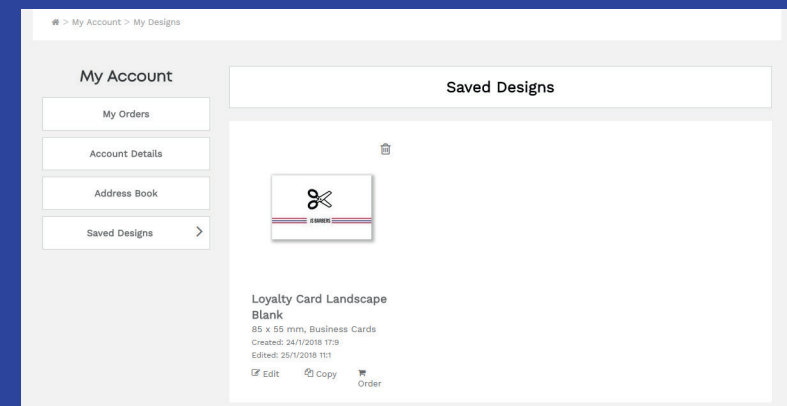


N.B  
Make sure you regular  
save your design to  
make sure it's safe!

## How to Access Your Saved Designs

To access any designs that you've saved, you need to make sure you're logged in, then click 'My Account' at the top of our website's homepage. On the left-hand side of the page there will be a list of options, and at the bottom of this list there will be an option called 'Saved Designs'. Click here and your designs will come up. From here, you can order your print or edit your design.

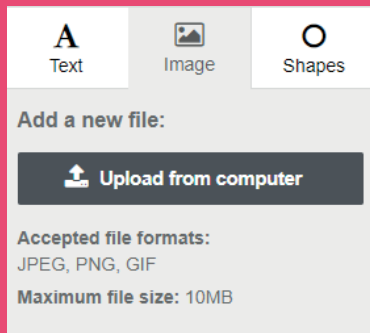
If it's been a while, the option to 'Edit' might not appear, so instead you'll need to click the 'Copy' button which will copy it onto an up-to-date page. After you've done this, you can edit and continue to checkout as normal.



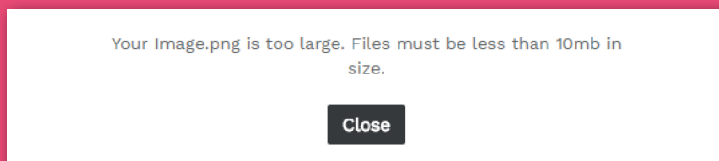
# Uploading Images

## Uploading an Image

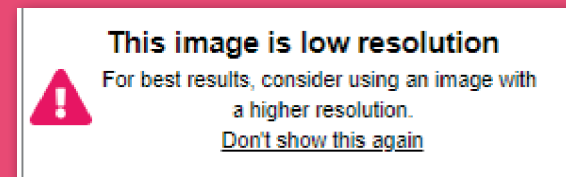
To upload images whilst using the design online tool, click on the 'Image' option at the top of the screen. From here, you can upload different image files from your computer.



Sometimes you may experience problems with images uploading to the website; this could be down to colour, size or format. You can upload **JPEG**, **PNG** and **GIF** files to the website. Make sure your images are under **10mb** and they should upload fine and not slow the process down. If your file is too large, you can scale it down using your design software and then re-export it.



If the resolution of your image is too low, the design online tool will show a warning symbol to let you know. If the resolution isn't right, your image could look pixelated once printed.



We recommend the following resolutions:

<b>Business Cards</b>		<b>600DPI</b>
<b>Stickers</b>		
<b>A7</b>		

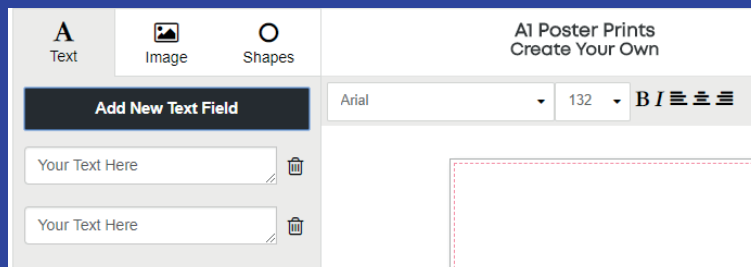
<b>A6</b>	<b>A3</b>		<b>300DPI</b>
<b>A5</b>	<b>A2</b>		
<b>A4</b>	<b>A1</b>		

<b>A0</b>	<b>40x30"</b>		<b>150dpi</b>
<b>60x40"</b>			
<b>Roller Banners</b>			

# Text & Shapes

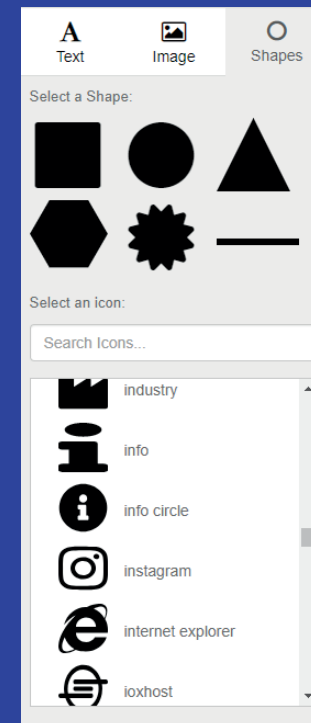
## How to Insert Text

To insert text whilst using the design online tool, click on the 'Text' option at the top of the screen, then click 'Add New Text Field'. Enter whatever text you'd like into the box. As well as being able to drag the textbox around the template to position it wherever you'd like, you can also choose from a wide range of fonts and sizes for your text.



## How to Add Shapes to Your Design

Like when you're adding text and images to your design, you can add shapes by clicking on the 'Shape' option whilst using the design online tool. There are loads of shapes available to choose from, including squares, circles and even social media icons! Select the shape you'd like and it'll appear on your design. Once you've added the shape to your design, you can drag and place it wherever you'd like.



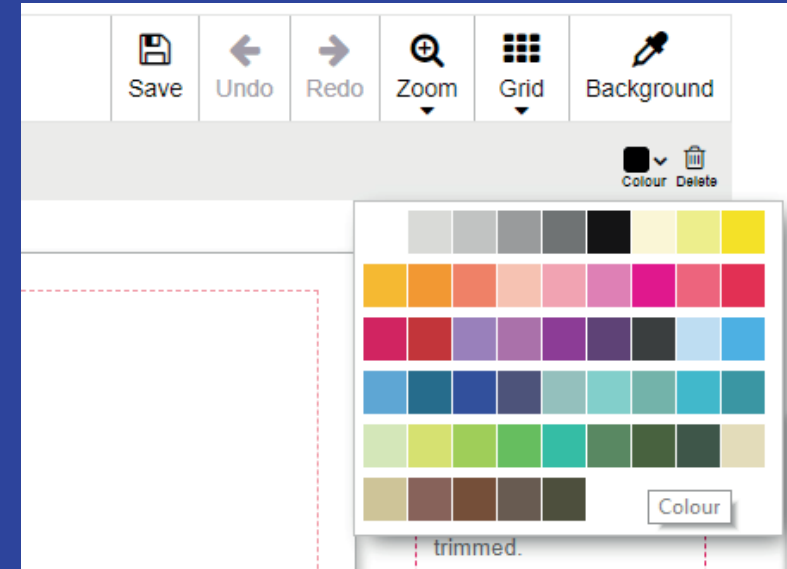
# Colours

## How to Change Colours

With the design online tool, you can customise your design by changing the colours of lots of different elements, such as your background, your text and your shapes.

To change the colour of your background, click the 'Background' option in the top right-hand side of your screen and pick whichever colour you'd like.

To change the colour of your text or shapes, click directly on them in your design and the option to change the colour will appear as an option on the upper right-hand side of the screen.



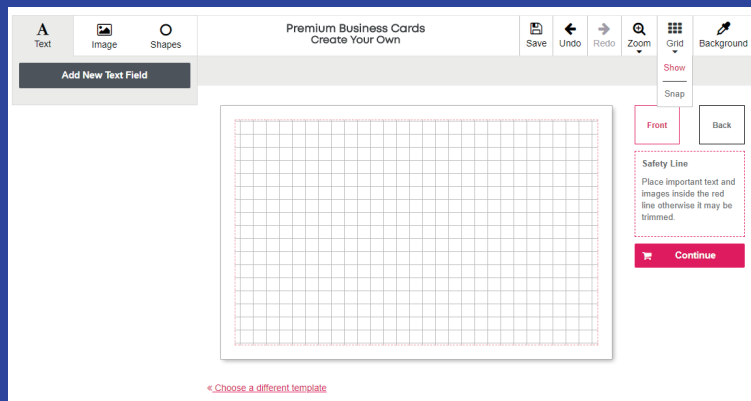
**“All of our default colours are print ready”**

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# Canvas Interface

## How to Add the Grid Feature

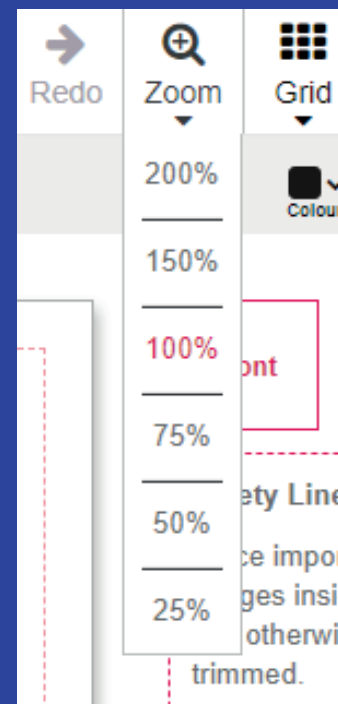
By adding the grid over the top of your design, this allows you to line up your text, images and shapes to make your design look really neat and professional.



For an even more precise experience, try using the 'Snap' option underneath the Grid dropdown menu. This 'snaps' your moveable objects (like shapes) to the grid so you can line everything up exactly!

## How to Make the Most of the Zoom Feature

The design online tool lets you zoom in up to 200%! When you're zoomed in, you can still change the size of your moveable objects and drag them. This means you can make sure your text, shapes and images are exactly where you want them to be.





## Customising Free Templates

Here at instantprint, we strive to simplify the whole print process, from designing to ordering, so I'm always creating loads of different templates that you can customise however you want. When you're on our free templates page on the instantprint website, you'll see all the different styles you can choose from. When you click on a style you like, it'll then show you all the different products we offer in that style.

Once you've clicked on the template you want to customise, the Design Online tool will let you change any text on the design, and let you add images and shapes. When you're happy with the design, the process follows Steps 5 and 6 from the guide above.

### **Why Can't I Edit the Design I Saved?**

If it's been a while since you saved your design to your account, the option to 'Edit' might not appear, so instead you'll need to click the 'Copy' button which will copy it onto an up-to-date page. After you've done this, you can edit and continue to checkout as normal.

### **Why Does My Text Change When I Preview My Design?**

If you make the textbox really tight around the text, when you go to preview your design, you might notice that one of the letters is now on the row below the rest of the text. To fix this, simply go back to edit and give your text a little more room by making the textbox wider.

# I Need Help!

## **We're Here to Help!**

If you need any help at all with designing your artwork, get in touch with our Personal Artworkers who'll happily help solve any queries.

You can email them at [pa@instantprint.co.uk](mailto:pa@instantprint.co.uk). You can also use our Live Chat to ask our Customers Services Team about any issues you're having with this – the option to do so will be available in the bottom right of your screen when designing online.

