Designing and Printing Cards

Design how your cards look once, then print any series as a PDF.

Cards Designer

Open *Cards System → Actions → Cards Designer*.



1. Set the card **Width** and **Height** (pixels, default 400 × 300).
2. Choose a **Background Image** (your card artwork, with logo and instructions).
3. Drag the fields you need onto the card: **PIN Code, Expiration, Serial Number, Username, Password, Card Value, Series, Profile**, or a **Label** (fixed text).
4. Click an item to set its **Font Size, Font Family, Font Color** and position (**X, Y**). For a Label, the **Sample Text** is the printed text.
5. Turn on **Public Design** to let all managers use the design.
6. Click **Save** and enter a **Template Name**.

To change a design, select it in **Template Name**, edit and save. Only the owner of a design (or a system administrator) can change or delete it.

Required permission: Cards - Designer

Printing a series

1. In the series list, select the series and click **Actions → Download (PDF)**.
2. Choose the **Design Template**, the **Page Size** (A4 or Letter), **Show Cutting Marks** and the **Size Ratio** (to make cards smaller or bigger).
3. Check the preview and click **Download**. The PDF is saved as `<series>.pdf`.

> The PDF is created in your browser. For large series it can take a moment. Use a design with a background image.

Required permission: Cards - Download (and Cards - Designer to see the designs)

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