



# Photo ID

**Step by step instructions**  
**[www.plasticcardhub.co.uk](http://www.plasticcardhub.co.uk)**

# 4 easy steps to creating a photo id card

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Download a PDF proof, approve on screen and checkout.


# Add data to your card

Download example CSV

- Download the CSV example (top left) and complete it with your image names and text. **\*\*Do not change or delete the column headers\*\***

- Ensure the names of your photos match what you enter onto the CSV under the column named Image. Use a separate row for each card.

	A	B	C	
1	Image	Field 1	Field 2	Fi
2	Dave	Dave	Price	
3				



↑ Desktop

Photo ID CSV Template (3)

CSV (Comma delimited) (\*.csv)

[More options...](#)

- Save the CSV and close it. It should automatically save in the correct CSV (Comma delimited) format.

- Upload your completed and saved CSV file to the Hub and it will automatically link to your card template. (top left).

Upload Data (csv file)

# Uploading and linking photos

- Click on Link Images (button will appear after you have successfully uploaded your csv), it will now show the number of photos to be linked based on the number of rows completed on your CSV file.

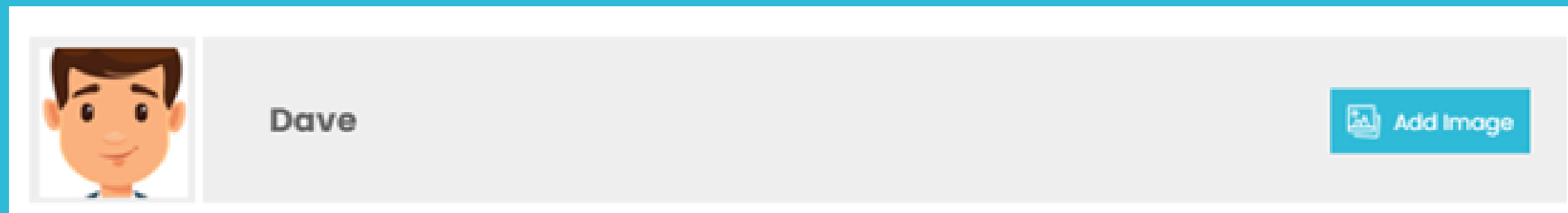


- Either upload multiple photos at once by dragging them into the dotted box or upload them one at a time by clicking show records and then manually selecting the correct image for each record.



# Uploading and linking photos (con't)

- You will then see which photos have been linked to what information from your csv file, giving you the opportunity to check they are correct. If you want to change any photos simply click Add Image next to the required record and repeat the process.

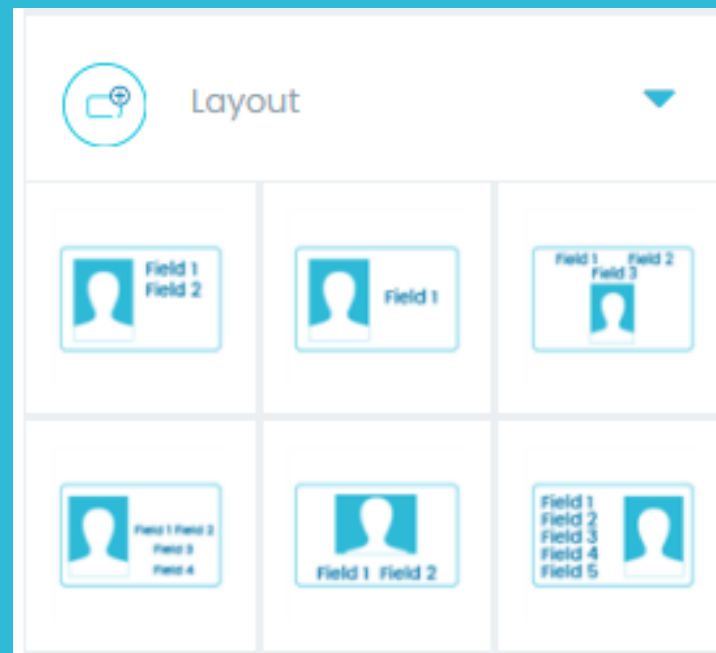


- Once you click Confirm the Link Images button will change from blue to green indicating how many photos have been linked to the number of rows in your csv file. For example, 1/1 means 1 photo has linked to 1 row of data in your csv, whereas 2/3 would mean 2 photos have linked but there are 3 rows of data, indicating that 1 row of your data does not have a photo linked to it.  
\*\*Please note the images and text will not appear on the main screen template (you will only see placeholders) but they will be visible when you download your PDF proof and click Preview & Approve (both top right)\*\*

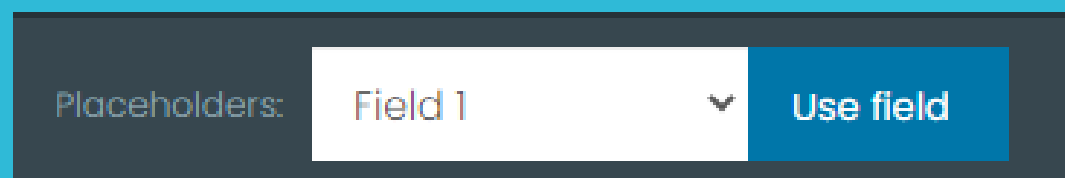
Link Images 1/1

# Customise your design

- Choose a layout from the right-hand side which you can also customise further if required (see next step below)

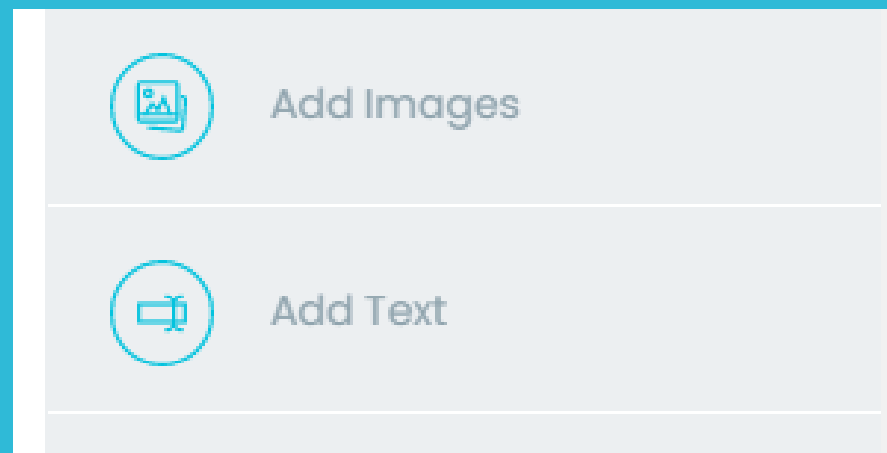
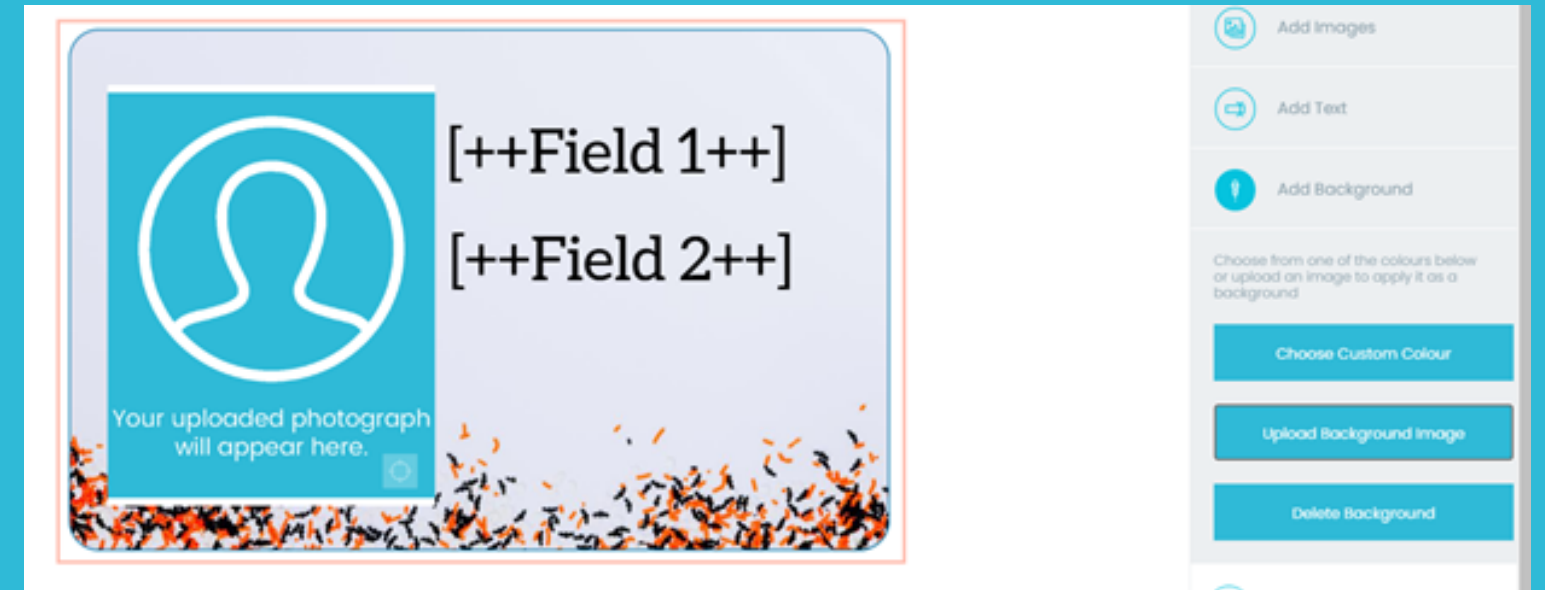


- If your csv contains more fields than your chosen layout you can easily add these extra fields to your design by selecting the desired field name from the drop-down list (top centre) and then clicking Use field. This will then show on the card template, and you can adjust the size, position, font etc. as desired.



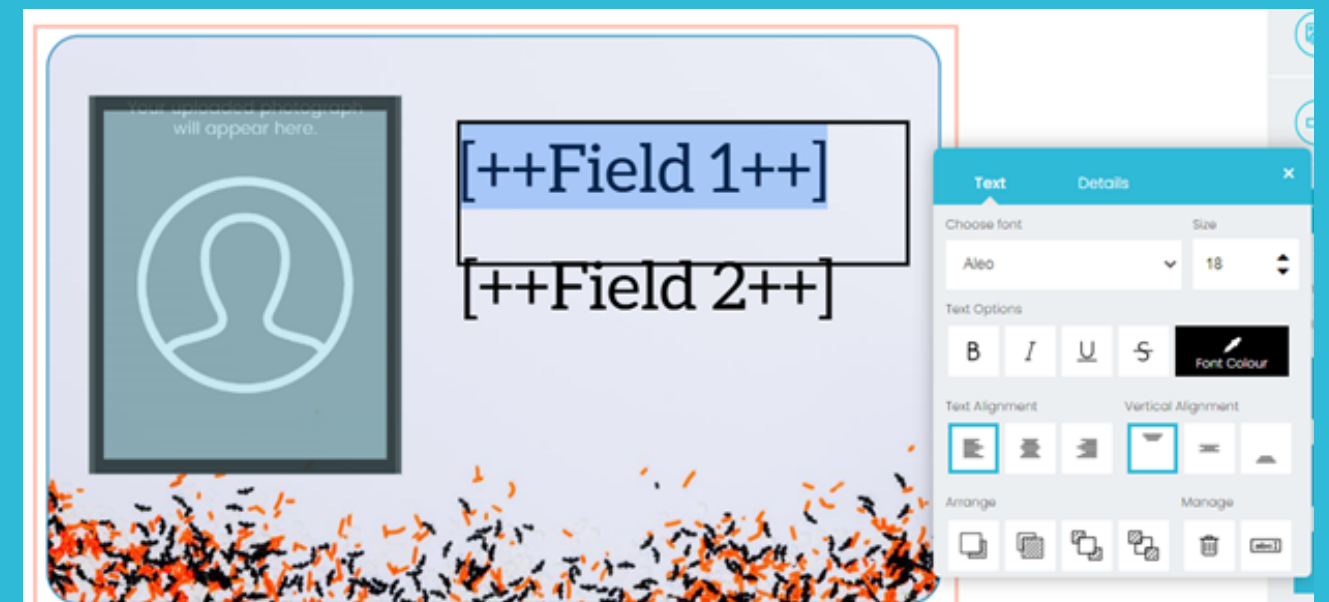
# Customise your design (con't)

- If you want to add a background to your card you can either click Add background button (right hand side) where you can then choose either Choose Custom Colour to fill the design with a solid colour of your choice, or click Upload Background Image to upload an image of your own.

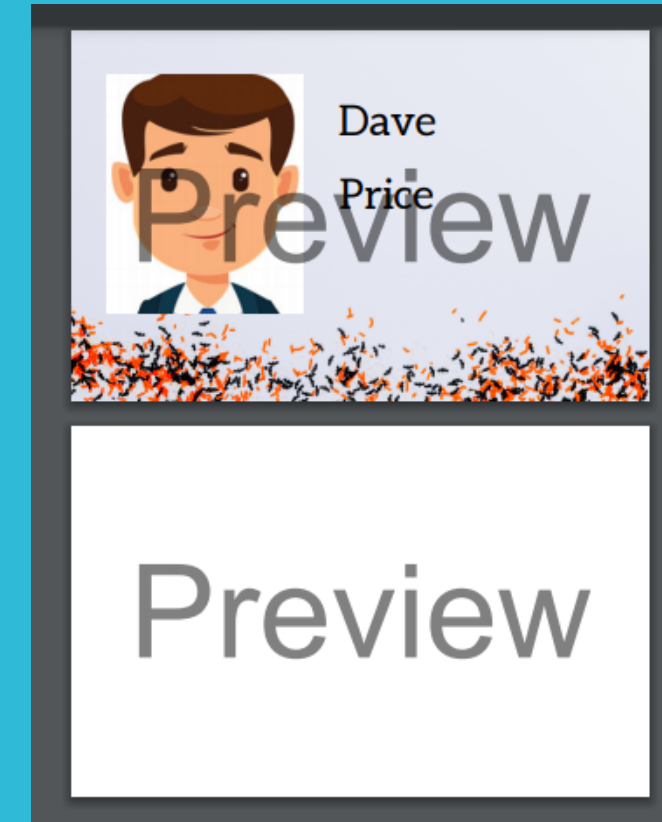


- If you wish to add any extra text, logos or images (that are generic across every card) you can do this by clicking on the Add Image or Add Text button on the right-hand side.

- The font, size, colour and position can be altered by selecting the text to highlight it and then a pop-up box will appear where you can use the various editing options available.



# Proof & approve



- Download the PDF proof (top right) to view your card design where you will see a maximum of 12 cards (a page for each front and reverse).
- Once you are happy with your cards proceed to the Preview & Approve (top right) where you will be asked to confirm you are happy with your cards if you are they will then be added to your basket where you can proceed to checkout, if you select No then you can go back to the editor to make the necessary changes.

