

Wartburg College Photo and Social Media business cards

This tutorial shows step by step instructions on setting up and making changes to the new Photo and Social Media business cards available at Wartburg College.

There are two business cards in the Printorders system that currently use photographs and social media logos, — Wartburg BC and The W Business Card.

The business card titled, “Old Wartburg BC” is the original Wartburg College business card. This card is not set up to accept photographs or social media logos.

To create a new photo and/or social media business card use the follow steps.

1. Start a new order
2. Add New Item
3. Select Business Cards from the “Product Family”
4. Click “Continue”
5. Choose an “Item” you wish to order
(Wartburg BC, The W Business Card, or The W Appointment BC)
6. Select the appropriate “Facility”
7. Select the “User”
8. Make any necessary changes to the card in the “Edit Imprint Data” screen and save changes
9. See below for changes to the social media logos or photos

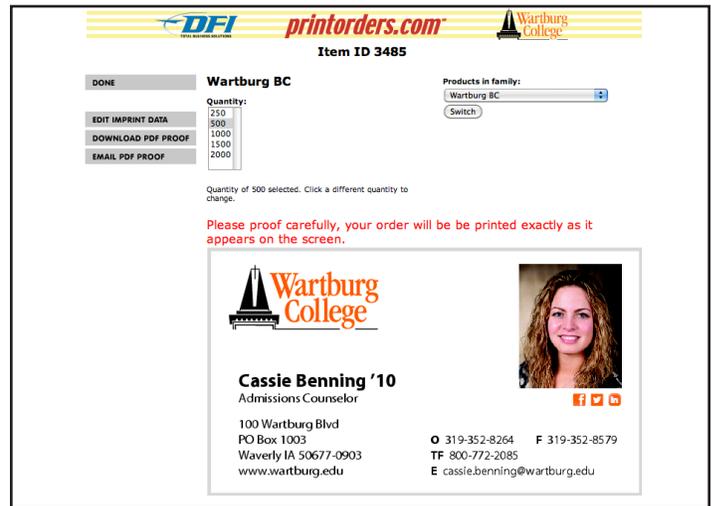
To make changes to the Social Media logos use the following steps.

1. Open the “Edit Imprint Data” page
2. Towards the bottom of the page you will see a drop down named “Social Media Logos”
3. Click on the drop down (see example 2)
4. Select the logo or combination of logos from the list (example 3: Facebook and Twitter logos were selected.)
To remove all Social Media logos from a business card, select “Blank” from the drop down menu.
5. Save the changes
6. Check the preview to insure the card is correct
7. Click “Done” and submit the order

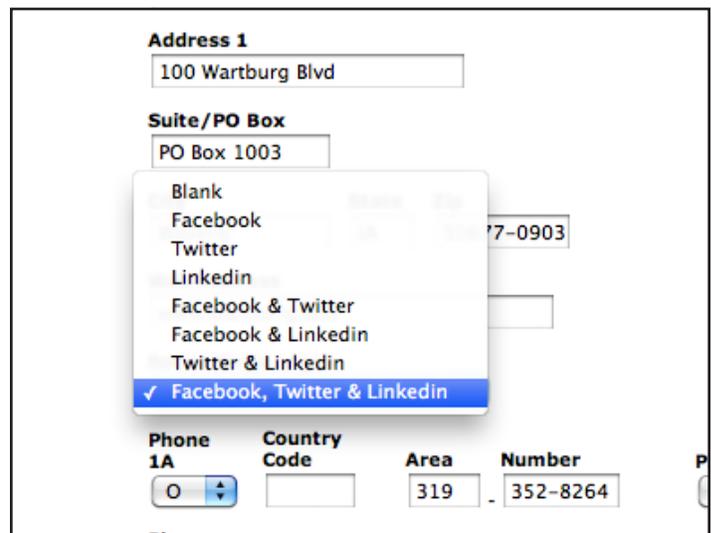
NOTES:

By default each “User” is set up to automatically print the Facebook, Twitter and LinkedIn logos.
(see preview in example 1)

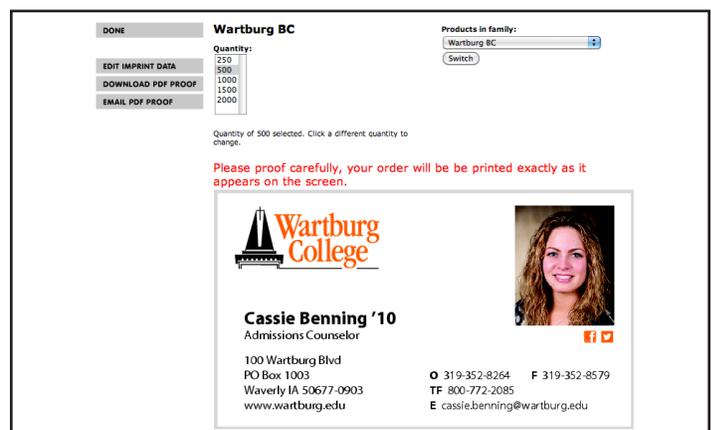
Any changes made to a individuals setting on the “Edit Imprint Data” page will only apply to the current order. New orders for the individual revert back to the default settings.



Example 1: Default business card preview



Example 2: Social Media Logo drop down options



Example 3: Revised Social Media logos

Photographs can be temporarily removed from a business card by going into the individuals “Edit Imprint Data” page.

At the top of the “Edit Imprint Data” page you will see a field titled “Photo”. This field is the text link to the individuals photograph. (see example 4)

To temporarily remove a photo from a business card order

1. Open the “Edit Imprint Data” page
2. Highlight and delete the text in the “Photo” field
3. Save changes
4. Check the preview.
5. Click “Done” and submit the order (see example 5)

NOTE:

If the photo is removed from the “Edit User Defaults” screen, it is removed permanently and you will need to contact Lori Poehler, x8366, to add photo.

Imprint Information

Please use Edit User Defaults changes. Changes made on this page will appear for reorders.

OPTIONAL:

EDIT USER DEFAULTS

VIEW PRIOR ORDERS

Special characters:

TO GET	TYPE
é	= 'e
è	= ^ e
ç	= CC
ô	= "o
ô	= ^o
ñ	= ~n
®	= r
opening "	' '
closing "	' '

Photo
Photos/BenningCassa

Prefix **First Name** **Last Name**
 Cassie Benning

Title Line 1
Admissions Counselor

Title Line 2

Title Line 3

Additional Information

Address 1

Example 4: Removing photograph from business card

DFI printorders.com **Wartburg College**

Item ID 3485

Wartburg BC

Quantity: 250, 500, 1000, 1500, 2000

Quantity of 500 selected. Click a different quantity to change.

Please proof carefully, your order will be printed exactly as it appears on the screen.

Wartburg College

Cassie Benning '10
Admissions Counselor

100 Wartburg Blvd
PO Box 1003
Waverly IA 50677-0903
www.wartburg.edu

319-352-8264 319-352-8579
800-772-2085
cassie.benning@wartburg.edu

Example 5: Revised business card