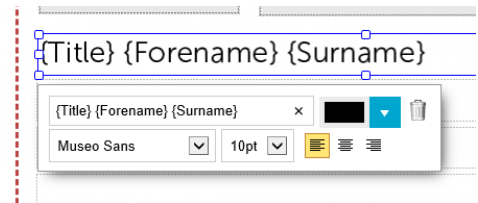## Step 1- Set up your template

Text Fields

To add a field that will be entered from a data file enter the name of the field surrounded by curly brackets in the text on the card - for example *{Title} {Forename} {Surname}.* This will be replaced by the system with the data you provide later.
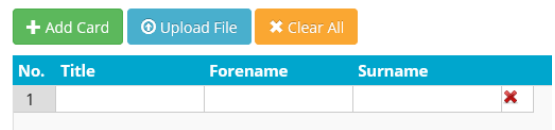
Images

If you are going to be using an image from a data file, enter the name of the field in the "Image Name" textbox that appears when you select an image.

Once you are happy with your design, click "Go to Next Step" to enter your data.

Step 2 - Add your data

On the next screen, you will be able to either enter the data for the fields you added on the design on the previous screen directly, or upload a data file if you choose.
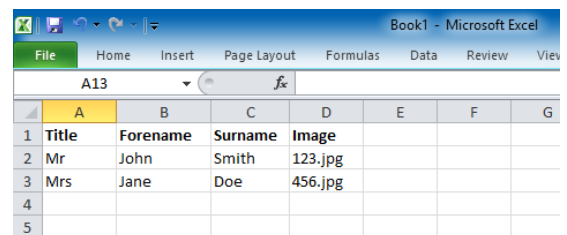
Entering data manually

If adding data manually, type the data for each of the fields into the areas provided. To add another line, click the 'Add Card' button. To clear the data and start again, click 'Clear All'.

Uploading a data file

You can upload data files to the system in Excel (.xls, .xlsx), CSV (.csv), or Tab Delimited (.txt) format. Click 'Upload File', and select the file you created. The system will then read this data file and insert the data into the table.

Please ensure that the data file contains a header row, and the names of the columns in the header row match the fields you added to your card template, like the example provided.

If you want to provide data and images, create the data file with a column that matches the name of the image you wish to use. Create a .zip file containing the data file and associated images, and upload the .zip file.

Step 3 - Check your cards

After clicking 'Go to Next Step', you will be able to check each card. You can select the card by clicking on the list on the left hand side.

If everything is correct, enter a name for the cards, tick the checklist, and click 'Add this set to my basket'. If you need to make changes, click 'Take me back'.