Safe Scholars™

Customizer Design Guide

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GETTING STARTED

1. Choosing Your Sign Material and Size

- Once on an individual product page, choose a sign Material and Size (if applicable).

- Details on Materials, Sizes, and Uses for differing sign types can be found in the toggle tabs on the product page.

- You can view pricing information once you have chosen your sign specifications.

- Next click "Start Design" to start customizing your sign.

Sign Material — Choose an option ▾
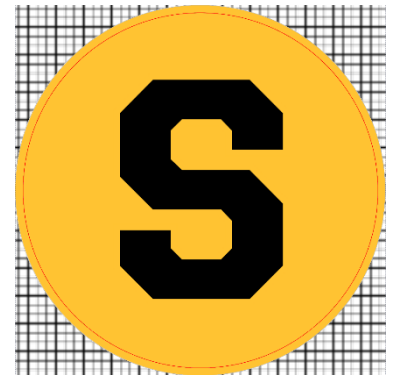Circle Size — Choose an option ▾

START DESIGN

CREATING YOUR CUSTOM DESIGN

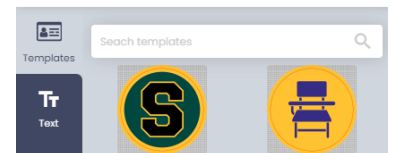## 2. Recognizing Design Boundaries

As you get started, it is important to understand the different boundaries in the customizer:

- **Artboard Mesh Area:** this indicates empty space that will not be printed. No artwork will be visible in this space.

- **Red Cut Path:** this line indicates where the sign will be cut once printed. Extend your border color beyond this line to create the "bleed," and to ensure your sign is printed fully to the edge. Nothing beyond this line will appear in the final product.
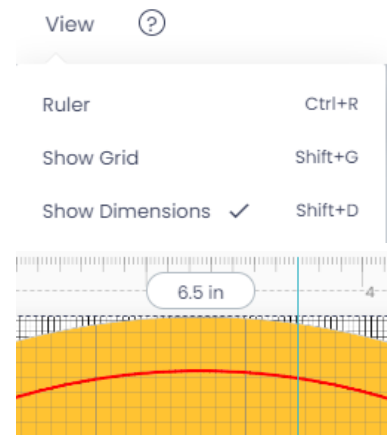
3. Selecting a Pre-Designed Template

- If you would like to use a template design, select the *Templates* tab on the left side of the customizer.

- Click on the design you want to use, and it will appear on your design artboard. Note: this will override any design that was in process and has not been saved.
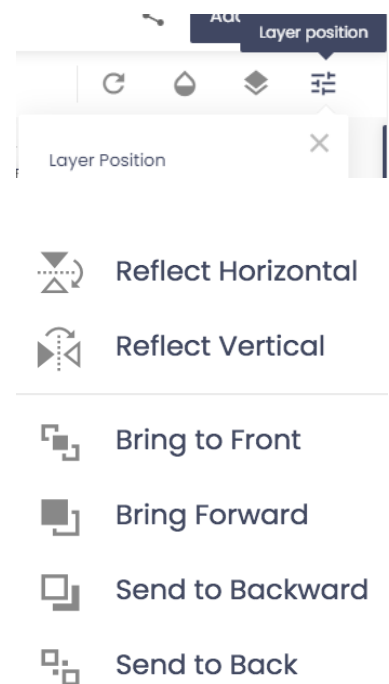
4. Using Design Guides

- In the toolbar, click **View** to discover design guide options as you create your custom design:

  - Select **Ruler** to show graduated ruler along the artboard edges

  - Select **Show Grid** for a grid overlay that can help guide the alignment of objects

  - Select **Show Dimensions** to display the size of your design, including the bleed area

- To add guides, select **View > Ruler**. Click on the ruler for a guide to appear. Click again to set the guide in place.

  - To remove guides, go to **View > Clear Guides**

View   ⑦

Ruler   Ctrl+R

Show Grid   Shift+G

Show Dimensions ✓   Shift+D

6.5 in

5. Moving, Positioning, and Resizing Objects (Text, Clipart, Images, Graphics)
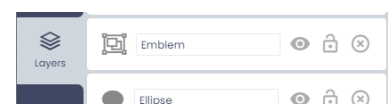
Select the object you would like to adjust:

- **Moving Objects:** click and drag to move an object within the artboard, or use your keyboard's arrow keys (for finer adjustments, hold down the "alt" button on a PC).

- **Positioning Objects:** select the top right icon **Layer Position**.

  - Choose among aligning object to sides or corners of artboard, centering to center of artboard, and centering to horizontal and vertical axes

- **Resizing Objects:** click and drag a corner or edge inward to make it smaller, or outward to make it larger

  - If object corners are hidden behind artboard mesh area, move object to another part of artboard before resizing, and then reposition as needed

- **More Options:** right-click on the object for more options, including reflections and adjusting layering of object
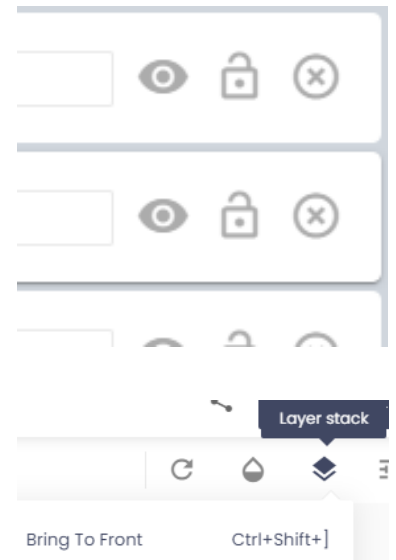
Layer position

Layer Position

Reflect Horizontal

Reflect Vertical

Bring to Front

Bring Forward

Send to Backward

Send to Back

6. Organizing Layers

- To adjust how the objects in your design are layered, click on the **Layers** tab on the left sidebar.
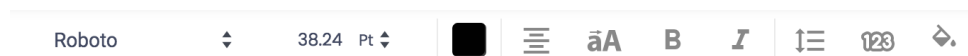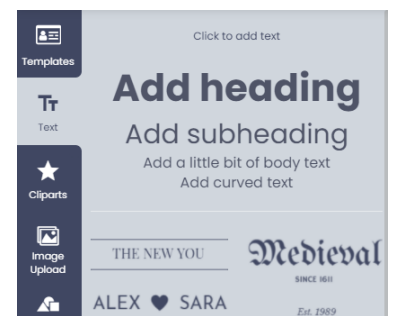
Layers   Emblem

Ellipse

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- **Reordering Layers:** Click and drag layer sections to reorder them. The higher the layer is in the list, the closer the object will be to the front of the design.

- **Hiding/Showing Layers:** click on the "eye" icon to hide layers from the design.

- **Locking/Unlocking Layers:** click on the "lock" icon to change whether the layers can be adjusted on the artboard.

- **Deleting Layers:** click the "x" icon to delete the layer and objects within it.

- **More Options:** layering options are also available in the *Layer Stack* icon in the icons to the top-right of the artboard, or by right-clicking on an object.
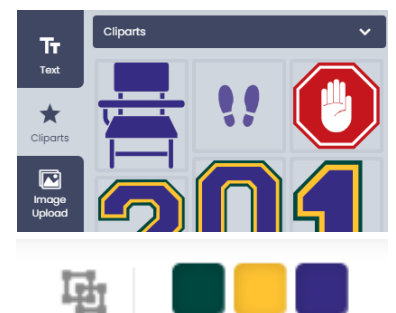
7. Adding and Editing Text

- **Adding Text:** select the *Text* tab on the left side of the browser, and select a text option to add to the artboard.
  - Choose from standard header sizes and formats, or scroll through some pre-populated templates to incorporate into your design

- **Editing Text:** double-click the text you would like to edit and type your new message
  - A toolbar will appear above the design with additional options
  - From left to right, options include: Font Type, Font Size, Text Color, Text Alignment, Capitalization, Emphasis (Bold/Italics), Line Height, Stroke (Border), Background Color
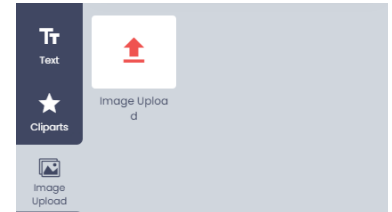
8. Including Pre-Designed Clipart

- **Adding Cliparts:** select the *Cliparts* tab on the left side of the browser, and select a clipart option to add to the artboard.
  - When you select a clipart object in your design, a toolbar will appear above the design, allowing you to change individual colors within the clipart
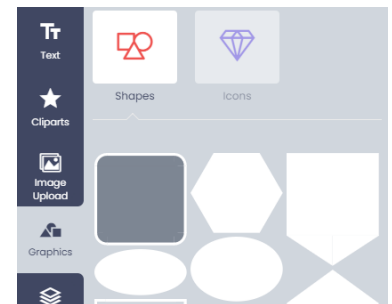
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9. Uploading Custom Images

- **Uploading Images:** select the *Image Upload* tab on the left side of the browser, and then click on the "Image Upload" icon. Drag and drop your image file to upload.
    - Image format: must be .png, .jpg or .svg
    - Image resolution: 300 DPI or greater to maintain quality when printing (a warning will appear for lower resolutions)

10. Including Graphics (Shapes and Icons)

- **Adding Graphics:** select the *Graphics* tab on the left side of the browser, and then choose between "Shapes" and "Icons."
- Click on the object you would like to add to the design.
- Adjust colors, dimensions, layering and other features as described in this manual
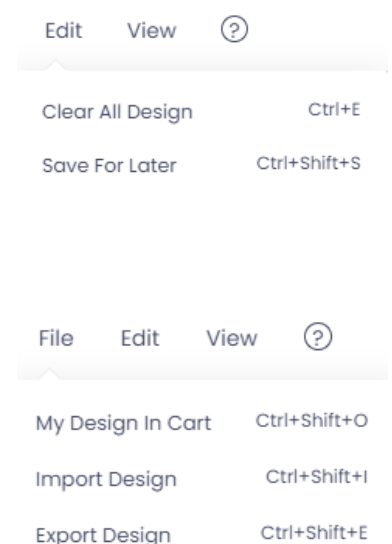
FINALIZING YOUR DESIGN

11. Saving, Downloading and Uploading Your Design

In order to preserve your design for future use, there are several options:

- **Save For Later:** navigate to *Edit > Save* For Later in the toolbar, and login to your account to save your designs.
    - Don't have an account? In a new tab, open the *My Account* page from the top-right corner to create an account and save your design (right-click the link and select "Open link in new tab" in Chrome)
    - To access your designs, login to your account, navigate to *My Designs*, locate the design you would like to edit and select *Use this design*
- **Export Design:** click on *File > Export Design* to download a .json file of your design, and save it to your computer to be uploaded for editing in the future.
- **Import Design:** open the artboard you would like to customize,

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and click on *File > Import Design*. Upload a .json file that you were working on previously to continue customization.

- **Duplicate Cart Design:** if a design has already been added to cart, and you would like to duplicate this design on a different sign type, click *File > My Design In Cart* to upload this design to the artboard.

File	Edit	View	?
My Design In Cart			Ctrl+Shift+O
Import Design			Ctrl+Shift+I
Export Design			Ctrl+Shift+E

12. Adding to Cart

- When you are finished with your design, click *Add to Cart*.

- If you would like to make any edits before finalizing your purchase, choose *Edit Design* in the Cart and repeat the steps outlined above.

Add To Cart →