



Customer Instructions & Documentation

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Editing Your Design in Corjl

Please Note: If you are personalizing an item on a mobile device, you are limited to only replacing the text and replacing images. You will need to use a desktop or laptop computer to access additional features. (Please see the **Customer Mobile Instructions** document for full mobile instructions.) Also, please note that Google Chrome is the recommended browser for using Corjl. Not all features may be available or show in other browsers.

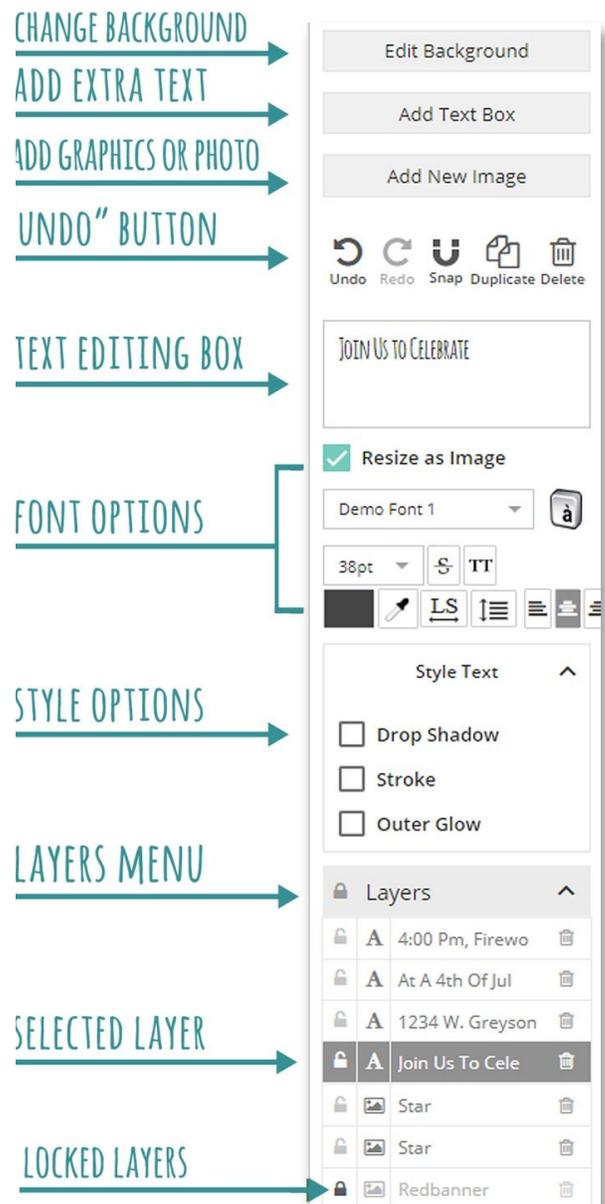
Edit Text

Personalize – Double click directly onto the text you want to personalize to change/delete it. You can also personalize text by selecting it, then typing in the text box located in the tools panel (upper RH side of the page). To add a new text box (if available), click on *Add Text Box* in the tools panel.

Text Editing Tools Options

- **Font Color** – Select the text you want to change and click on the color rectangle in the tools panel to choose a new color or select a color from the provide color palette (if provided). You can also select a color from the design directly by clicking on a colored area with the “eye dropper” tool.
- **Font Size** – Select the text you want to resize, then choose a number or enter it in the drop-down box in the tools panel.
- **Character and Line Spacing**   – Adjust the spacing between letters/lines. Select the text you want to change, then click on the line or height spacing icons and adjust using the sliding bars or by manually entering a number.
- **Resize as Image** – Select this option to be able to change the shape of a text box as if it were an image. Once checked, you can stretch and compress the text. Unchecking the box will undo any changes.
- **Glyphs**  - Use the Glyphs button to open the different glyphs available for that font. Click on the glyph you want to add and then click the copy button. Once copied, go back to the text and click where you want to add the character and click Ctrl/Cmd+V to paste the glyph into the text.
- **Font Style** – Select the text you want to change and choose a different font style from the drop-down

Editing Tools Panel



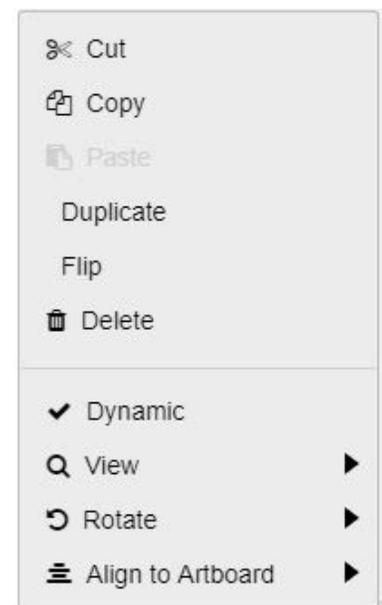
box in the tools panel. You can select from the following style options:

- **Drop Shadow** – Select the text you want to add a drop shadow to, then click on *Style Text* in the tools panel and select *Drop Shadow* from the drop-down menu. Change the color, offsets and blur of the shadow.
- **Stroke (outline)** – Select the text you want to add an outline to, then click on *Style Text* in the tools panel and select *Stroke* from the drop-down menu. Change the color, distance (thickness) and opacity of the outline.
- **Curved** – Select the text you want to curve and select either a full Circle shape or an Arc. Adjust the degree of curve you want with the slider tool.
- **Outer Glow** – Select the text you want to add a glow to, then click on *Style Text* in the tools panel and select *Outer Glow* from the drop-down menu. Change the color and distance (thickness) of the glow.
- **Gradient** – Select the text to which you want to add the gradient, then click on *Style Text* in the tools panel and select *Gradient* from the drop-down menu. Select a start and end color in the color boxes (or choose *Transparent*), then adjust the angle of the gradient using the circular dial.
- **Opacity** – Select the text you want to make transparent, then click on *Style Text* in the tools panel and select *Opacity* from the drop-down menu. Enter a number or use the slide bar adjust the opacity.
- **Rotation** – Select the text box you wish to rotate and use the slider to rotate the text the desired amount. You can also rotate text by hovering the mouse over the small white circle at the top of the text box until a circular arrow appears and circling the mouse.
- **Blend Mode** – Change how text and graphics blend with the background or other elements by using a different “blend mode.” You can choose from the following blending options from the Blend Mode drop-down box: *Multiply, Screen, Overlay, Darken, Lighten, Color Dodge, Color Burn, Hard Light, Soft Light, Difference, or Exclusion.*

Right Click Menu Options

Right clicking on a text box will give you the ability to *Cut, Copy, Paste, or Delete* the text box. You can also *Duplicate* a text box and *Flip* it horizontally. Additional option are:

- **Dynamic** – The *Dynamic* feature (default) allows the text box width to resize along with the text inside of it. Unchecking the *Dynamic* option will leave the text box width the same size regardless of the size of the text inside (so text will wrap within the box).
- **View** – Allows you to *Show Rulers* for the artboard, *Zoom In* or *Zoom Out*, and *Zoom to 100%*. You can also use the “magnifying glass” icons at the top of the artboard to zoom in or out.
- **Rotate** – You can choose to rotate a text box either 90, 180, or 270 degrees with this option. Selecting *0 degrees* will return the textbox to its original position. You can also rotate a text box by hovering on the white dot at the top of the box and clicking and dragging in the direction you wish to rotate.
- **Align to Artboard** – Use these options to align a text box to the top, bottom, far left, far right, vertical center or horizontal center of the artboard.



Edit Graphics

Resize – To resize a graphic or image, select by clicking on the image and use the grey corner anchors to drag it inward or outward. Right click on the graphic to *Cut*, *Copy*, *Paste*, or *Delete* that graphic.

Arrange Layers – Use the Layers panel (bottom of the tools panel) to arrange items. Select an object, then click and drag the highlighted bar in the layers panel up or down (up brings in front and down sends behind). Layers with a “lock” icon can not be edited.

Rotate and Flip – Select the object you want to tilt or rotate and hover your arrow on the white circle above it until you see a rotation icon, then click and rotate left or right. You can also rotate by right clicking on the object, then selecting *Rotate* from the popup menu. Objects can also be flipped (mirrored) by right clicking on the object and selecting *Flip*.

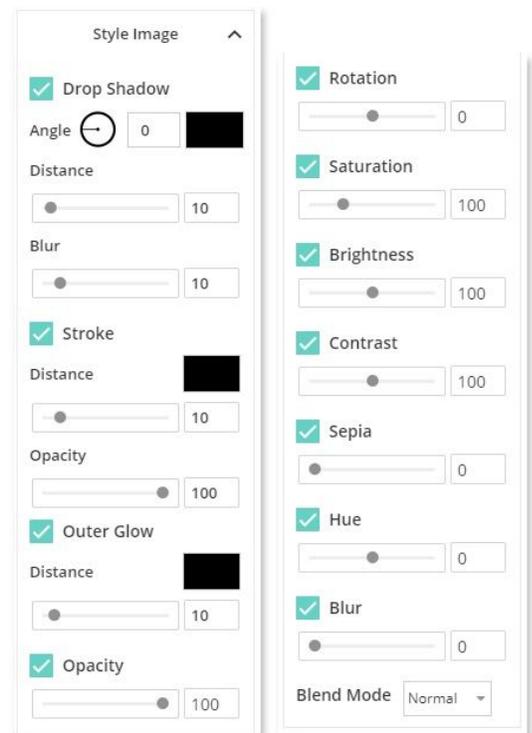
Duplicate – Duplicate an object by clicking on the *Duplicate* icon in the tools panel. Duplicate an artboard (if option is provided) by clicking on the *Duplicate* icon above the artboard.

Align to Artboard – Right click on the graphic, then select *Align to Artboard* to see options. Use these options to align graphics to the top, bottom, far left, far right, vertical center or horizontal center of the artboard.

Align to Items – Select a graphic or image, then hold *SHIFT* on the keyboard while selecting another graphic or image. Right click, then select *Align* in the popup menu and make your selection. Choose to align horizontal edges, vertical edges, bottom or top edges, and left or right edges of the items.

Image Styles – Select the image you want to change and choose a different style from the drop-down box in the tools panel. Like fonts, you can add a *Drop Shadow*, *Stroke*, *Outer Glow*, and change the *Opacity*, *Rotation* and *Blend Mode*. In addition, you can select from the following style options:

- **Saturation** – Refers to the amount of color in an image or photo. Select the image and use the slider to either lower or increase the amount of color in an image or photo.
- **Brightness** – Select the image you want to adjust and click on *Brightness* in the tools panel. Use the slider to either increase or decrease the brightness of an image.
- **Contrast** – To increase the contrast on an image, select the image and click on *Contrast* then use the slider to either increase or decrease the contrast.
- **Opacity** – Select the text you want to make transparent, then click on *Style Text* in the tools panel and select *Opacity* from the drop-down menu. Enter a number or use the slide bar adjust the opacity.
- **Sepia** – Select the text box you wish to rotate and use the slider to rotate the text the desired amount. You can also rotate text by hovering the mouse over the small white circle at the top of the text box until a circular arrow appears and circling the mouse.



- **Blend Mode** – Change how text and graphics blend with the background or other elements by using a different “blend mode.” You can choose from the following blending options from the Blend Mode drop-down box: *Multiply, Screen, Overlay, Darken, Lighten, Color Dodge, Color Burn, Hard Light, Soft Light, Difference, or Exclusion.*

Upload Images

Prepare – If your image needs to be cropped, please do so before uploading. Crop an image for free using an online photo editor, such as picsize.com, imageresize.org or befunky.com. Also, depending on the size of the file, you may need to resize as well. Most Corjl designs will only allow images up to 6 MB.

Add Images – Upload a graphic or photo by clicking on the *Add New Image* button in the tools panel. If offered, you can select from images provided by the designer, or upload your own. You can adjust the size and rotate the image (see above).

Replace – To replace an existing image, click on it and you will see a button in the tools panel that says *Replace Image*. Upload your image and it will replace the existing image. Your seller may have provided extra images as well that you can choose from to replace.

- **Photo/Image Tips:** If your photo does not seem to fit the space provided, use the “grey dots” found in the corners of the photo to resize (zoom in/zoom out) until the image fits the area.
 - Do NOT resize the image by stretching the height or width (taller or wider) as this can distort your photo.
 - If you want to replace the photo you have added with a different photo, do not delete the photo. Instead use the “Replace Image” button on the right to select a different photo.
 - If you add a photo and it is floating above or below the area of the design where you want it to be, click on the Layer for that photo in the *Layers Menu* (far lower right) and drag the name of the photo layer up or below the other layers until it is showing in the desired area.

Fixing Mistakes

Undo and Redo Buttons – You can go back a step (or steps) by clicking the *Undo* button in the Tools Panel (see *Editing Tools Panel* graphic). Change your mind? Click on the *Redo* button next to it.



Revert to Original – You can revert all changes back to the original version of the design by clicking the button shown here located on the far left (all pages will be reverted). **Please note:** *This will undo all of your changes/saved edits to the design and can not be undone!*

Saving, Downloading, and Printing Your Design



Saving Your Changes – When you are done with your changes to the design, click on the *Save Changes* button that is located on the far left of the page. You may save as many times as you like, but be sure to do a final save before downloading. If there is a red star next to the title of the design, it means that there are changes that have not been saved. The downloaded file cannot be edited. If you need to make additional changes, do so in Corjl and then save and download again.



Approve Proof – Depending on the shop owner’s settings and order type, you may see the *Approve Proof* button next to the save button. This indicates that once you are done editing and saving your design, you will need to click on the *Approve Proof* button in order to complete your order. You will no longer be able to make any changes to the design once you have clicked the *Approve Proof* button. A pop-up window will ask you if you are sure before completing. Please proofread your details, because once the item is completed, changes can no longer be made. If you do need to make changes to your completed design, please contact us.

If you are ordering Printed items from the seller, clicking the Approve Proof button will alert the seller that your design is done being edited and ready to send to print. If you have ordered an item that you will download and print yourself, the Download button will appear and you will be able to down



Downloading & Printing – Click the *Download* button on the far left menu to begin the download process. Depending on the seller settings, you may see a small number next to the *Download* icon. This number indicates the number of times you can download your files. If you are in need of more downloads, please contact your seller for help. When you click the *Download* button, the *Download Design* window will open and you will be able to select your download options from there.

- **PDF File Options**

- **Choose Paper Size** – If downloading as a PDF, select the paper size. The size of the design will remain the same regardless of the paper size chosen.
- **Add Bleed/Trim Marks** – Your design may include a bleed (.125 extra edge around the design). Choose to include the bleed and/or trim marks allow for easier trimming, if desired.
- **Enable Multiples Per Page** – Select *Print Multiples Per Page If Possible* and the design will download with multiple copies onto the designated paper, if possible.
- **Tile Same Design/Tile Different Designs** - This option will fit either the same page of the design on the same page of the PDF, or it will fit the design pages in order onto the same PDF page. For example, if printing a single invitation, front and back, you will want to tile the same design on each PDF page. If printing a design with consecutive pages (like table numbers or a brochure, for example) then you want to select *Tile Different Designs*.
- **Download and Print** – Click the *Download PDF* button to download. Both front and back files will download, if applicable to your design. After downloading, find the file in your Downloads folder. If you are printing at home, be sure that the file prints at 100% or *Actual Size* in the print settings (Scale to Fit). If you are printing at a print shop, save the file to a USB flash drive, SD card or email depending on the printer’s requirements.

- **All Formats Other Than PDF**

Depending on the item or seller, you may be able to choose other file download options, such as JPEG, PNG, and Tiny PNG. Select the print option that works best for you and then select from the following options (if given):

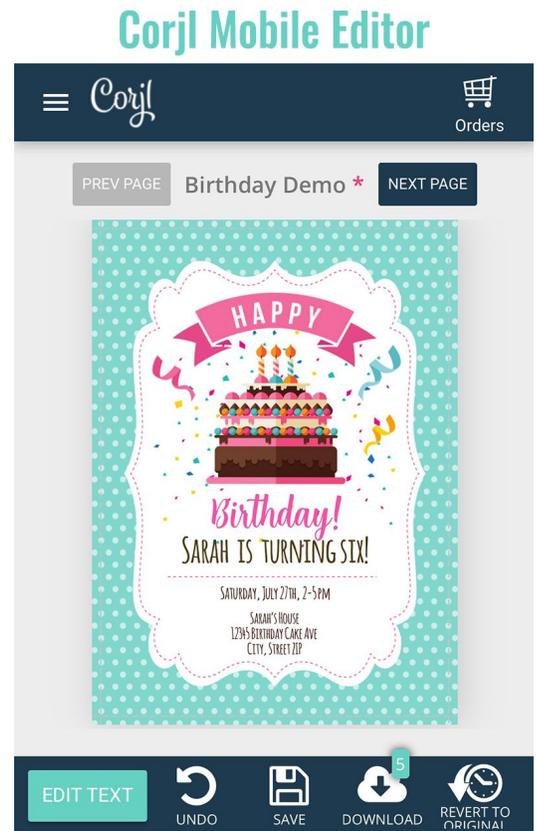
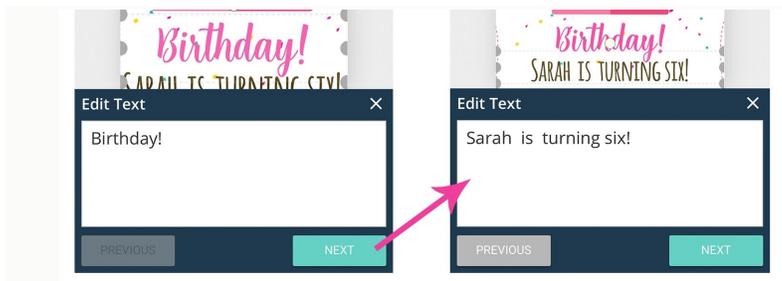
- **Show Bleed** – You can choose to add a bleed to your image (.125 extra edge around the design). Please check with your printer to determine if necessary.
- **Page #** – If your design has multiple pages, you can select which page you would like to download; or you can download all the page files at once either individually or in a zipped file. Please note that if your design has multiple pages and is taking a longer time to download, it may be faster to download each page one at a time.
- **Download and Print** – After downloading, find the file in your Downloads folder. If ordering prints online, upload the image directly from your computer. You can also save the image to a USB flash drive or SD card and take it into a photo center to print. Be sure that the prints ordered are the same dimensions as the design.

Editing Your Corjl Design on a Mobile Device

Please Note: If you are personalizing an item on a mobile device, you are limited to only replacing the text and replacing images. You will need to use a desktop or laptop computer to access additional features.

Edit Text

Personalize – To begin editing text on your design in the Corjl Mobile Editor, click on the **EDIT TEXT** button in the bottom left corner. This will open up a text editing box that will allow you to delete or edit the text. Clicking the **NEXT** button will automatically move to the next textbox available for editing.



You can also begin by double-tapping on the text you would like to edit and this will open the text editor box as well.

Moving Text – Text can be moved (if available for your design) by touching the text and dragging it to a new area.

Remove Unwanted Text – To remove unwanted text on the design, simply double-tap on the unwanted text and delete in the text editing box.

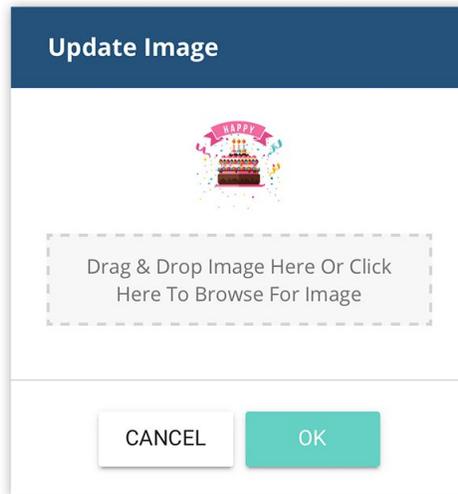
Resize – To resize text, select by tapping on the text you wish to resize and use the grey corner anchors to drag it inward or outward.

Rotate – Tap on the text you want to tilt or rotate and touch the white circle above it. While holding down on the white circle, rotate your finger in the direction you want to rotate the text.

Edit Graphics

Resize or Rotate – You can resize or rotate a graphic or image using the same steps as resizing or rotating a text box outlined above.

Replace an Image or Graphic – To replace an image or graphic on the design, double-tap on the image you wish to replace. The *Update Image* box will appear. Click where it says *Click Here to Browse for Image* to find an image on your device. Then click **OK** to replace the existing image with the image from your device.



Additional Features

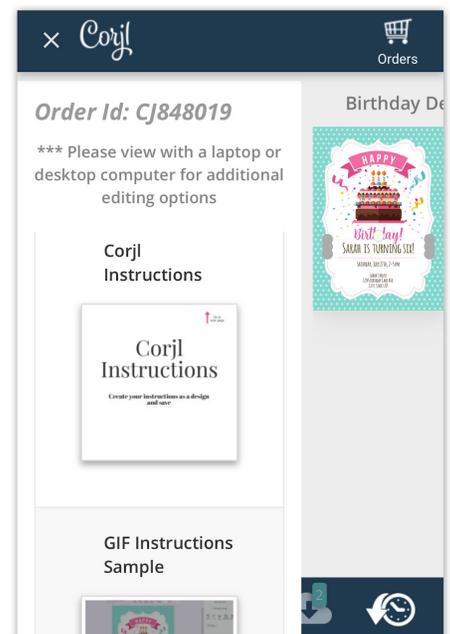
Design Menu – to access the Design Menu, touch the icon with three white lines in the upper left corner of the screen. Here you will find Instructions from the Seller (if any) and any additional designs that may have been included in your purchase (if applicable). You can select a different design by swiping up to scroll through the options.

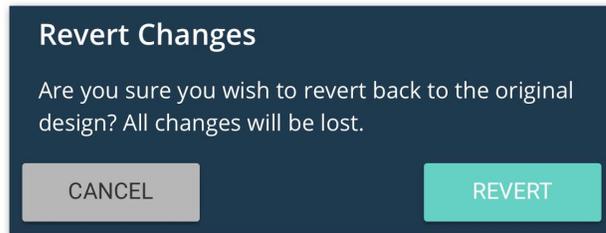


Revert to Original – To undo a mistake or to start over again on a design, tap the Revert to Original icon on the bottom lower right of the screen. *This will undo any changes and set the design back to the original layout.*

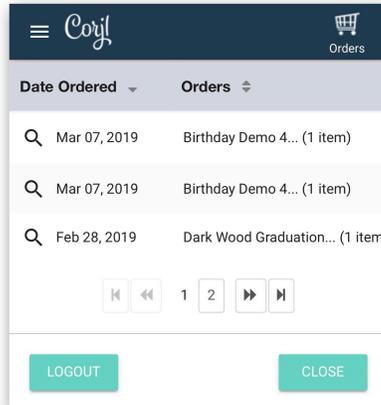
Once selected, you will be asked if you are sure. Click **REVERT** to undo changes and revert to the original layout.

Design Menu





Orders Button – If you have purchased more than one Corjl design purchased, tap on the Orders icon to view all orders. You can open a previous or different Corjl order by tapping on the order name in the list.



Saving, Downloading, and Printing Your Design



Saving Your Changes - When you are done with your changes to the design, tap on the "Save" icon that is located on the lower menu. You may save as many times as you like, but be sure to do a final save before downloading.



Downloading & Printing – When ready to download, tap the "Download" icon from the bottom menu to begin the download process. Depending on your seller's settings you may see a number next to the Download icon. This number indicates the number of times the item may be downloaded. If you are in need of more downloads, please contact your seller for help. When you tap the *Download* button, the **Download Design** window will open and you will be able to select your download options from there.



- **PDF File Options**
 - **Choose Paper Size** – If downloading as a PDF, select the paper size. The size of the design will remain the same regardless of the paper size chosen.

- **Page #** – If your design has multiple pages, you can select which page you would like to download, or “All” for all pages.
- **Show Bleed/Trim Marks** – Your design may include a bleed (.125 extra edge around the design). Choose to include the bleed and/or trim marks allow for easier trimming, if desired.
- **Enable Multiples Per Page** – Select *Print Multiples Per Page If Possible* and the design will download with multiple copies onto the designated paper, if possible.

- **All Formats Other Than PDF**

Depending on the item or seller, you may be able to choose other file download options, such as JPEG, PNG, and Tiny PNG. Select the print option that works best for you and then select from the following options (if given):

- **Show Bleed** – You can choose to add a bleed to your image. Please check with your printer to determine if necessary.
- **Page #** – If your design has multiple pages, you can select which page you would like to download; or you can download all the page files either individually or in a zipped file.

File Download Options – After selecting the file type, tap the **NEXT** button to download the file. You can choose to either download the file directly to your mobile device, or have the file sent to you by email. If emailing the file, type in your email address in the field labeled “Email Address” then tap **SEND EMAIL**.



Note: When using an iPhone, it is recommended to choose “Email me the download” as the download option.

Printing – If you are printing at home, be sure that the file prints at 100% or *Actual Size* in the print settings (Scale to Fit). If you are printing at a print shop, save the file to a USB flash drive, SD card or email depending on the printer’s requirements. PDF files print best on card stock paper. JPEG files can be printed on card stock or photo paper; be sure that the prints ordered are the same dimensions as the design.