



Custom Stamp Sizes

This guide will help you understand and assess a custom stamp size.



TRODAT SELF INKING CUSTOM STAMP

COS code	Design area	Bleed area (2mm)	COS code	Design area	Bleed area (2mm)
STAM4810	4910 26mm x 9mm		STAM4824	4924 40mm x 40mm	
STAM4811	4911 38mm x 14mm		STAM4825	4925 82mm x 25mm	
STAM4812	4912 47mm x 18mm		STAM4826	4926 75mm x 38mm	
STAM4827	4927 60mm x 40mm		STAM4831	4931 70mm x 30mm	
STAM4823	4923 30mm x 30mm		STAM4855	Pocket P20 38mm x 14mm	
STAM4813	4913 58mm x 22mm		STAM4759	4729 50mm x 30mm	
STAM4755	4750 41mm x 24mm Design: 12 12 2020 Bleed: 4mm (top), 10mm (right), 24mm (bottom)				

For more information or questions, please visit cos.net.au

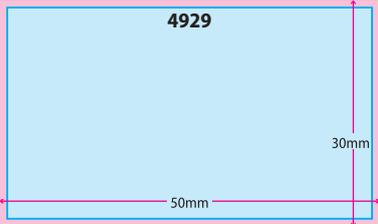


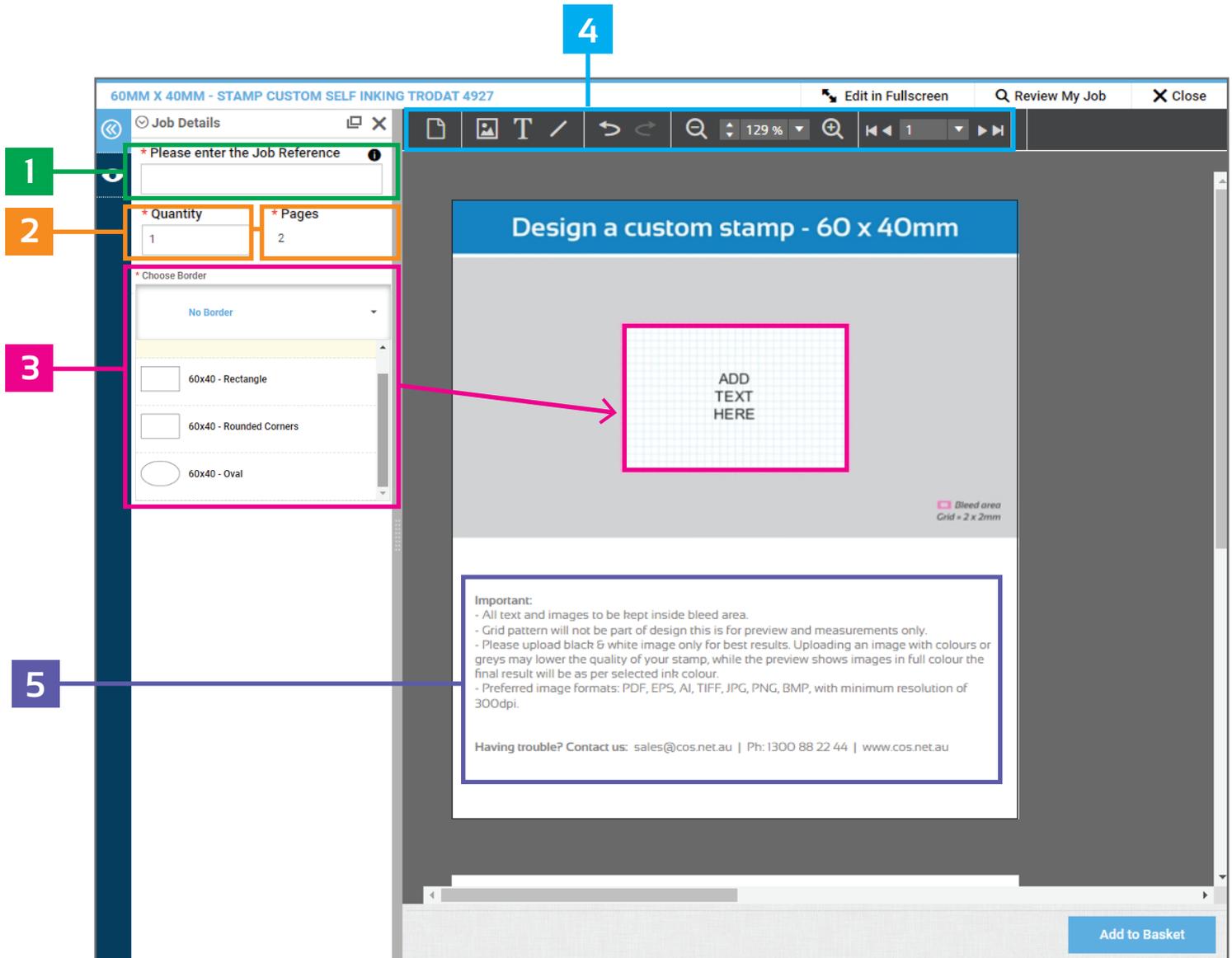
Custom Stamp Sizes

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COS code		COS code	 Design area	 Bleed area (2mm)
STAM4929	 	STAM5411	 	



1. Job Reference

Enter your order reference.

2. Quantity

Enter your order qty of this stamp design, the qty can be updated in the cart if required.

Pages

This shows how many pages in on the template canvas:

Page 1 is the template builder where you create your design.

Page 2 is a quick user guide and tool guide.

3. Choose Border

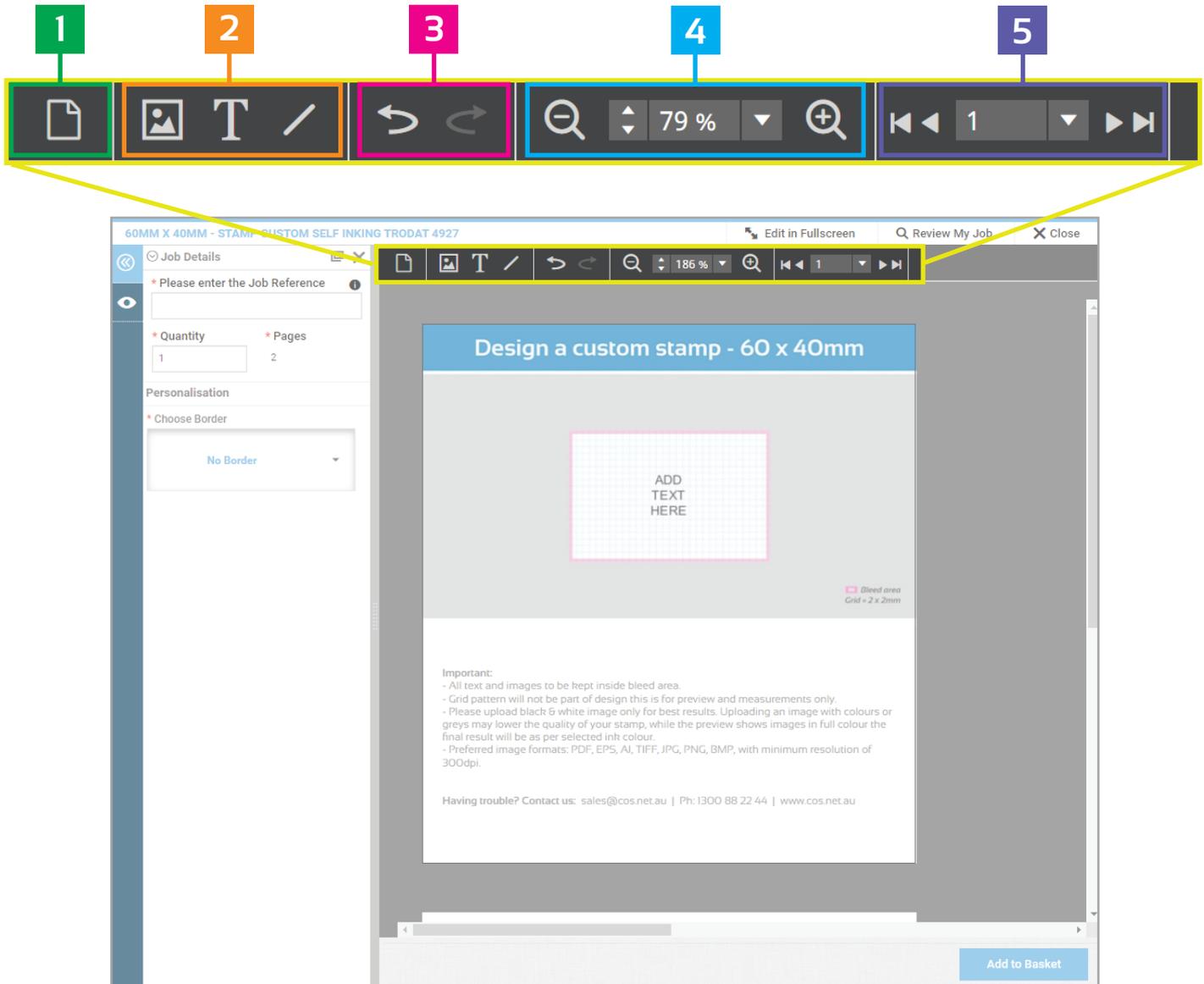
This feature allows you to add a border style, it will automatically appear on the design area upon selection.

4. Tool Bar

Tools and features on canvas to create and build your custom stamp.

5. Important

Information and recommendations to assist you to build a custom stamp.



1. Document Settings

This is the template document settings, such as canvas size and margin etc. These settings are locked and cannot be altered.

2. Add Image

This feature allows you to add your own design or logos to the canvas. The image will be added temporarily to the template gallery and used on the template.

Add Text

Clicking this icon lets you to add a new text box to the template. There is a pre-set text box already featured on the design area when the template is opened.

Add Line

This allows you to add a Line to the canvas.

3. Undo / Redo

This tool lets you undo or redo any recent actions on the canvas. Keyboard shortcuts, Ctrl+Z (undo) and Ctrl+LShift+Z (redo).

4. Zoom In / Out

This tool allows you to zoom in and out of the select page of the canvas.

5. Pages

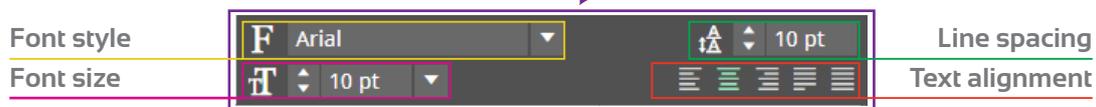
This tool switches between the template pages.

Text, Image and Line bounding box icons and functions

Edit Text		Change font, size, line spacing and text alignments.
Edit Line		Change Line thickness and Type (line direction).
Add Border		Adds a Border around the edges of the Image box.
Edit Image		Opens the template image gallery, you can upload or delete images in your session.
Arrange		Ability to arrange selection in front or behind other elements.
Delete		Removes item from the design canvas.
Size & Position		Ability to manually change size & position of Text, Image or Line bounding box.

Text and text box functionalities

Click on **ADD TEXT HERE** box to enter your text, select the icon to customise your text.



Highlight text to change **Font style**, **Font size**, **Line spacing** and **Text alignments**. The provided pre-set text box is in the recommended design area. The text box can be scaled up and down and moved on the template at your discretion.

If you have your own design and text isn't required feel free to delete the text box by clicking on the bin icon .

Add your own text box by clicking on the **T** icon at the top tool bar. The box will appear on the template, click on the box, hold and drag it to the grid area, the box will snap to the centre of the template. Alternatively, the position can be manually adjusted using the size & position tool or arrow keys on your keyboard.

Uploading your own design / image / logo

Click on the image icon at the top tool bar. Click on **Upload images** button located at the bottom left hand corner of the box to browse your computer to find your image. Once image is uploaded it will be temporarily added to the template gallery, click **OK** to add it to the template canvas.

Your image will appear within an image bounding box which can be scaled up and down using the corner and middle points, the small circle above will allow you to rotate the image box. The icons under the image scales the image up and down inside the box. The large grey circles marked over your image is a movement tool where you can click and drag the image inside the box. The image bounding box also functions as a **crop** tool, the points can be moved, and scaled to capture a specific element of your image.

The image bounding box will auto snap and align to other elements on the template (text box & line box). To assist with minor adjustments by using the size & position tool or arrow keys on the keyboard.

Adding a line

Add a **Line** to the canvas by clicking the icon on the top tool bar. The default line is set to a diagonal setting. To change this click on the **Line** icon and select via **Type** drop down menu **Type** Diagonal1. The line type will appear around the edges of bounding box. The box can be moved, scaled and stretched on the canvas using the corner and middle points surrounding box. Change the line **thickness** using the up and down arrows in the **Type** 1 pt settings.

Adding symbols

If you are using a Windows PC you can add symbols using codes on the number pad on the keyboard! In the text box, hold the **Alt** key along with the following numeric sequence to add a symbol. Popular symbols below:
Recommended font to use is Arial.



To assist you with the design process we have also included a range of symbol fonts; **Webdings**, **Wingdings** **Wingdings2**. These font styles can be selected when customising the text.

Where can I choose my stamp ink colour?

After you finish designing a stamp, proceed to the next preview screen after clicking 'Add to Basket'. Once at the preview screen, on the side panel under 'Print Options' you can choose an ink colour there.

What does "Bleed area" mean?

Bleed is a term used for printers where any artwork within and beyond the bleed area will be disregarded. Please ensure any images or text is on the white grid area provided.

I accidentally deleted the text box on the design area. What do I do to bring it back?

There are a few options you can try, first click on the undo button on the top tool bar or Ctrl+Z on your keyboard until it comes back. If it doesn't return to the canvas, you can add your own text box by clicking on the Add Text icon on the tool bar. Alternatively, if you preferred to use the pre-set text box provided proceed to close and re-load the template.

I'm trying to add a symbol using Unicodes but it isn't working?

First create a registry key under HKEY_CURRENT_USER of type REG_SZ called EnableHexNumpad, set its value to 1, and reboot. Then you can enter Unicode symbols by holding down the Alt key and typing the plus sign on the numeric keypad followed by the character value. When you release the Alt key, the symbol will appear.

I'm trying to add a symbol using Unicodes, but when I click away from the text box the symbol is dropping away from the design area, but it still appears when I edit the text?

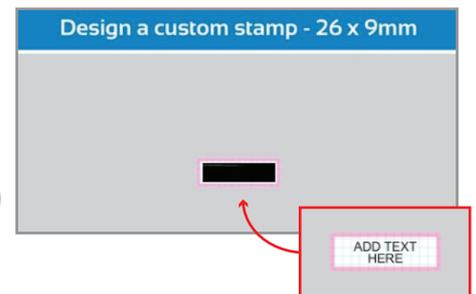
This issue could be due to be using an older version of Internet Explorer, as it is known to display glitches when using the templates. Try updating to IE 11 or switching to another web browser such as; Chrome, Firefox and Safari (Mac).

I was editing my text and right clicked, what does '[x] Variables' mean?

If you happen to right click inside a text box a number of variables show up which is part of the template set up, and these can be ignored. If a variable has been added to your text box, it can be edited and removed. It won't affect the template if it's removed from your text box.

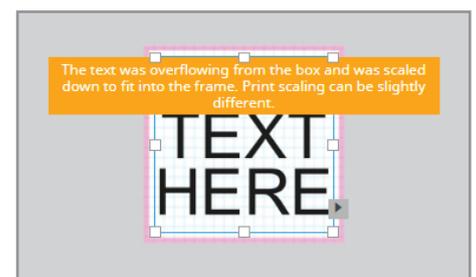
When I loaded the template a black box is appearing where the 'ADD TEXT HERE' box was. What do I do?

We would suggest to reloading the template, if this doesn't work, try logging out and in and reloading. It's possible that the internet browser you're using is causing the text box to error. Recommended web browsers; Chrome, Firefox and Safari (Mac). If you are using a later version of Explorer (10 or older) it is known to have technical glitches, such as font viewing and bounding box issues.



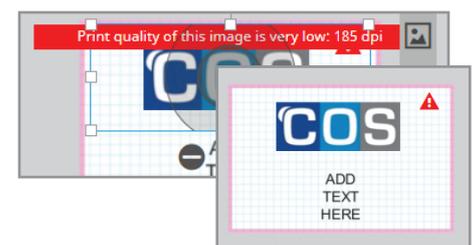
I finished editing the text and a warning in orange came up, "The text was overflowing from the box and was scaled down to fit into the frame. Print scaling can be slightly different"?

The text boxes are pre-programmed for text to 'shrink to fit' in the box frame, if the text is too large for the box width and height this error will show. If you select a border from the side panel, it's recommended to keep text size within the pre-set text box provided. You may stretch out the box using the middle and corner points, the frame can sit outside of the design area, as long as the content fits in the design area. It may be worth experimenting with the font style, size and alignments to avoid seeing this error.



The image or logo I uploaded comes up with a warning in red "Print quality of this image is very low"?

The template is recognising the uploaded image is under the recommended resolution quality. To ensure the image is suitable for the supplier, ensure that the image or logo has been saved at a minimum resolution of 300dpi or higher. You should not receive this warning for outlined (vector) images (EPS, AI or PDF).



The image or logo I uploaded is in colour. Will my stamp be in full colour?

No. The logo will appear on the design and preview in full colour, however it will be converted to a one colour version before production commences. The ink selected will be the final result of your design. We highly recommend to upload a high resolution (outlined vector) one colour version of your logo.

