



Consumer Publishing System Overview

Easily create and print

- 1- Certificates,
- 2- Tent Cards and
- 3- Place Cards

Overview

- Provides you with a unique, easy to use solution to produce certificates, tent and place cards with an optional name merge feature.
- Create professional documents easily and quickly for important awards, meetings, presentations, training seminars and luncheons/dinners
- Web-based publishing system accessible from any PC, Tablet, Smartphone
- www.StJamesPublishing.com is sponsored by the St. James Paper Company, free to registered users

How it works – Create an account



Publishing Resources
To Create the documents that matter

[Sign In](#)

[Forgot your password?](#)

Create Account

Sign Up for a Free Account:

Once your registration is completed, you will receive a Confirmation email. Please follow the simple steps o immediately activate your account.

First Name:	<input type="text" value="Audrey"/>
Last Name:	<input type="text" value="Tan"/>
Email:	<input type="text" value="audrey@first-base.com"/>
Username:	<input type="text" value="AudreyTan"/>
Password:	<input type="password" value="••••"/>
Confirm Password:	<input type="password" value="••••"/>

I agree to the terms and conditions

Sign Up

How it works - Login



Publishing Resources
To Create the documents that matter

[Sign In](#)

[Forgot your password?](#)

[Create Account](#)

User login

Enter your username and password here in order to log in on the website:

Username:

AudreyTan

Password:

•••••

[Login](#)



Publishing Resources

To Create the documents that matter

[Sign In](#)

[Forgot your password?](#)

- Home
- Create Certificate
- Create Tent Cards
- Create Place Cards

What would you like to do today?

- [CREATE Certificate](#)
- [CREATE Tent Card](#)
- [CREATE Place Card](#)

Certificates

Setting up your project

Step 1

Enter names one at a time or merge from an Excel file.

Download Excel file sample and add your list of names.

Use the Browse button to locate and import your name file

Add Certificate Recipients

Add certificate recipients manually or import from excel

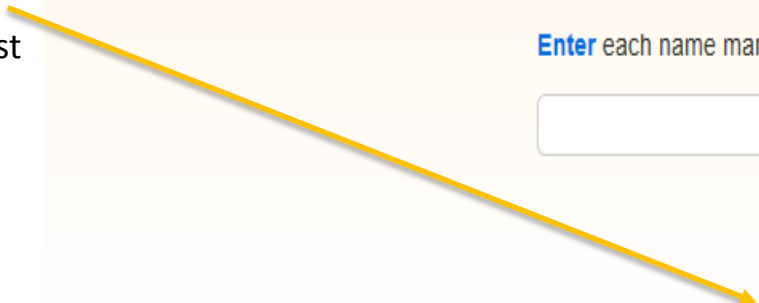
Enter each name manually

add remove



Import from Excel ([see sample file](#))

Browse...



Preview with Certificate Frame

Step 3

Preview in a modern, elegant frame or choose from several styles of Certificate Holder designs and colours



Choose Certificate Style

Customize Type Style

Preview with Frame

Your **Certificate Summary**

Type of Certificate: Appreciation Award of Merit

Certificate Decoration: Design 2

Certificate Design: St. James Classic Gold Foil on Linen Certificates Ivory

Signature: One (centered)

Frame: Milano Cherry

Certificate Holder: None

Create PDF & Print

Save, Print Later

Give us your Feedback

Print now or save

- To print now, a pdf file is created with as many output pages as there are recipients.
- You can save their details for printing later. You will then automatically receive an email message with the details of the products (i.e item numbers, descriptions) required to achieve the “look” you have created
- Place your order with your supplier.
- Once your supplies of certificates, holders and frames have been received, recall your file and proceed to print.
- You can create as many awards as you like and save them for future retrieval.

We welcome your feedback and suggestions !
Please email your comments to service@first-base.com

Tent Cards

- For best results, names need to appear on both sides of a tent card once printed and folded
 - One side introduces the attendees to others and to the seminar leader
 - The other confirms where they are to sit.
- You can easily design attractive cards and merge print them
Fast & simple !

FIRST BASE GROUP

Step 1

Insert name(s) one at a time or merge from an Excel file

Add Tent Cards Recipients

Add recipients manually or import from Excel ([see sample file](#))


Manually

Next

Step 2

Choose font style size and color
Second line is optional; can be used for company name or title

Customize Tent Cards



Enter Names Customize **Type Style**

Tent Card: Overtures® Capital Emboss Tent Cards Folded 2-3/4 x 8-1/2 inches

	FONT	COLOUR	SIZE
First Line	Shelley	Black	48
Second Line	Edwardian Script	Blue	30

Print

Step 3

Pdf file created, scroll through the pages prior to printing to ensure long names do not exceed the field width

We recommend printing on plain paper first to test alignment

Print on Overtures Tent Card Stock

President, United States of America
Barack Obama

Barack Obama
President, United States of America

Prime Minister, Canada
Stephen Harper

Stephen Harper
Prime Minister, Canada

Finished Tent Cards



- Automatically merged from the excel database
- Printed on both sides; 20 cards takes a few minutes to print

We welcome your feedback and suggestions !
Please email your comments to service@first-base.com

Place Cards

- Place Cards add a special touch to a dinner or luncheon and help create a seating plan
- If the cards are given at arrival or registration, a table number can be printed on the reverse. Optionally, they can be placed at each table setting before the guests arrive
- You can easily design attractive cards and merge print them

Fast & simple !

Print Place Cards

For use Overtures Place Cards.

You can add a table number which will appear on the back of the card. i.e. "You are seated at Table No. X". This will not print if the field is blank.

The layout is 6 per page and fold to 13/4 x 4 1/4". They are micro-perfect and and pre-scored to separate and fold easily.

Add Recipients

Add recipients manually or import from Excel ([see sample file](#))?

Excel

Upload a file:

\\FBSBS2011\R€

Excel file being retrieved



Next

Home

Create Certificate

Create Tent Cards

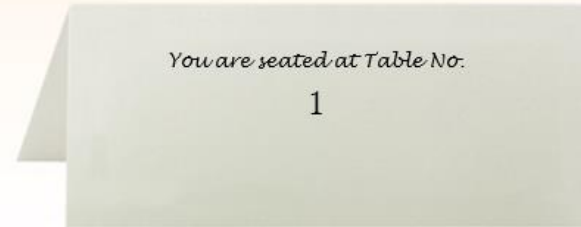
Create Place Cards

Customize Place Cards

FRONT



BACK OF PLACE CARD



Enter **Names**

Customize Type Style

1st line	2nd line	3rd line	1st line (back)	2nd line (back optional)	
First Base Group Annual Meeting	Thomas Schinkel	Chairman	You are seated at Table No.	1	X
First Base Group Annual Meeting	Sallah Cayer	Director	You are seated at Table No.	1	X
First Base Group Annual Meeting	Claude Bagley	Board Member	You are seated at Table No.	1	X

Home

Create Certificate

Create Tent Cards

Create Place Cards

Customize Place Cards

FRONT



BACK OF PLACE CARD



Enter Names

Customize **Type Style**

	FONT	COLOUR	SIZE
First Line	Edwardian Script	Black	30
Second Line	Helvetica Neue	Black	30
Third Line	Linospript	Black	18
First Line (back)	Lucida Handwriting	Black	18
Second Line (back)	Perpetua	Black	36

Print

FIRST BASE GROUP

Pdf file is created.
Scroll through the pages
prior to printing to ensure
long names do not exceed
the field width
We recommend printing on
plain paper first to test
alignment
Print on Overtures Tent Card
Stock



Printed Place Card with Table No. on reverse



Easy to create and merge print

Fast, simple, elegant !

We welcome your feedback and suggestions !

Please email your comments to service@first-base.com