

# Templates

## - TED and template admin

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### A short introduction

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In this document you will find information regarding the development of templates, how to create them and how to get them into your webshop. This document might not be 100% complete, but it will be updated with video guides, more details and info on new features when they are added.

To use TED you need to have a user. This is the same user that is used to access Template Admin. If you do not have such a user, please contact Netlife Support and we will get you up and running.

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## Part 1

# TED (Template Editor)

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## Get started

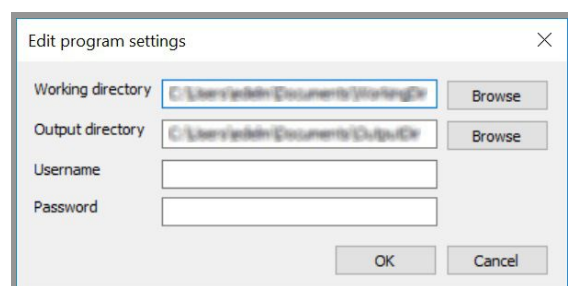
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### Username and password

To be able to upload new templates from TED, you need a user. If you already have access to <http://update.netlife.no//templates/admin/v2/> (learn more about [template admin here](#)) you may use the same username and password in TED.

Click *edit* and *program settings* in the top menu, enter your username and password and click *ok* (see example screenshot to the right). If you get no error messages you are good to go.

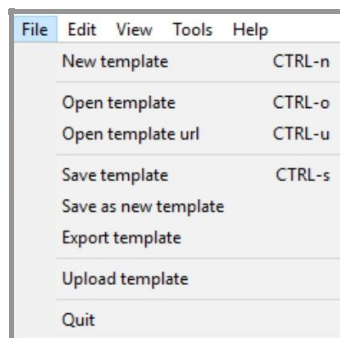
If you do not have a username and password, or the one you use to access to *template admin* doesn't work, contact [support@netlife.no](mailto:support@netlife.no) and request access.



# Top menu

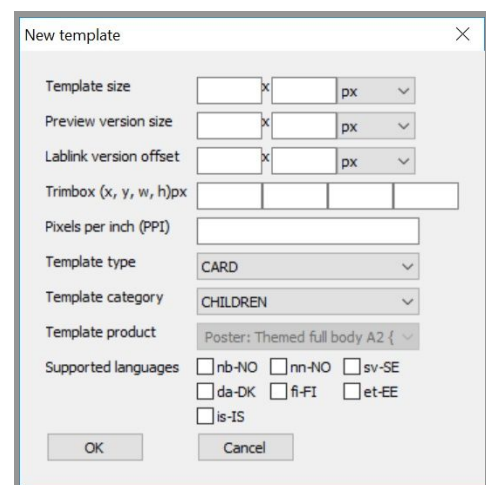
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## File



### New template

Create a template product from scratch. If you choose to do this you need to fill in size, type, product and more to create the new template (see example screenshot to the right).



### Open template

Open already downloaded and saved template on your computer.

### Open template url

Open and download existing templates found in *template admin* (learn how to [open an existing template here](#)).

### Save template

Save changes to the template.

### Save as new template

Use this feature when creating a template product based on a previous template to avoid overwriting the current template.

### Export template

Text missing

### Upload template

Upload the template product to *template admin* (learn how to [upload template here](#)).

### Quit

Close the software. Remember to save the changes to your template if needed.

## Edit

### Undo

Undo last changes made to the template product.

### Set preview image (only photogifts)

Set the preview image shown in webshop. The preview image needs to be in a specific size and should be a clear representation of the product.

### Set template names

Remember to give the template a new name when creating a template product based on a previous template, to avoid creating doubles.

### Set template descriptions

Specific for KIOSK templates only.

### Set template comment

A template comment is text that you may add to a template, it might be instructions, a notice, if there is something special about the template etc. The comment will show in the edit mode in templates admin (read more about [template edit mode here](#)).

### Set calendar year

This is for when creating a dynamic calendar with the template type: CALENDAR instead of a static calendar with the template type: PHOTOGIFT. The difference here is that when creating a dynamic calendar, it can automatically update the year, month, days etc. But with a regular photogift, the dynamic parts do not work. Also only photogift calendars can be used in packages.

### Open template directory

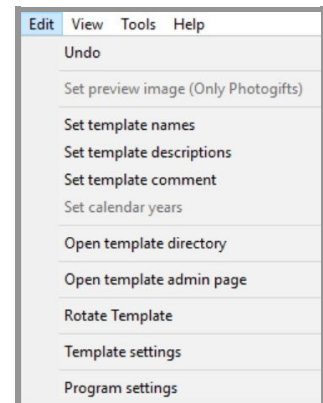
Open the directory where the template files are stored on your computer.

### Open template admin page

This is used to go directly to the templates template admin page. This will only work if the template is already uploaded to the template admin.

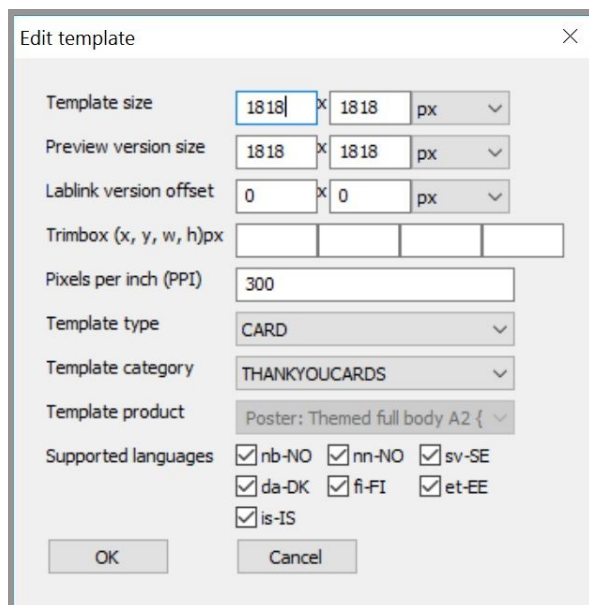
### Rotate template

Rotate the template to the right or left.



## Template settings

- *Template size*  
This is the real size of the template, what is printed.
- *Preview version size*  
This is only for templates that needs to show graphics on the website that is outside of the template (f.ex.: t-shirts). If the frame is going to be showed on the website, add the size (including the template size) of the parts of the frame outside of the template.
- *Lablink version offset*  
This links to *preview version size*, here you apply the offset between where *preview version size* ends and *template size* starts, so the template will be placed correctly. Visually this is what is between the edge of the frame and where the image of the template starts.
- *Trimbox (x, y, w, h)px*  
For when a product is cut after print. The size of the trimbox contains the final size of the printed and cut product. Everything outside of the trimbox is considered bleed area. This should give the product enough margin when cutting to not cut vital parts of the image or have white parts of the paper remain. Only the contents within the trimbox will be visible for the end-user in the webshop.
- *Template type*  
Choose what type of template this is. Photogift is the most common.
- *Template category*  
Choose what category to place the template in.
- *Template product*  
Every template needs to be linked to a special product. If you have problems matching your template or a product does not exist for your template, please contact Netlife Support.
- *Supported languages*  
If your template is generic and does not contain language specific text, you can mark all (see example screenshot).



The screenshot shows the 'Edit template' dialog box with the following settings:

- Template size: 1818 x 1818 px
- Preview version size: 1818 x 1818 px
- Lablink version offset: 0 x 0 px
- Trimbox (x, y, w, h)px: (empty fields)
- Pixels per inch (PPI): 300
- Template type: CARD
- Template category: THANKYOUCARDS
- Template product: Poster: Themed full body A2 {
- Supported languages: ☒ nb-NO, ☒ nn-NO, ☒ sv-SE, ☒ da-DK, ☒ fi-FI, ☒ et-EE, ☒ is-IS

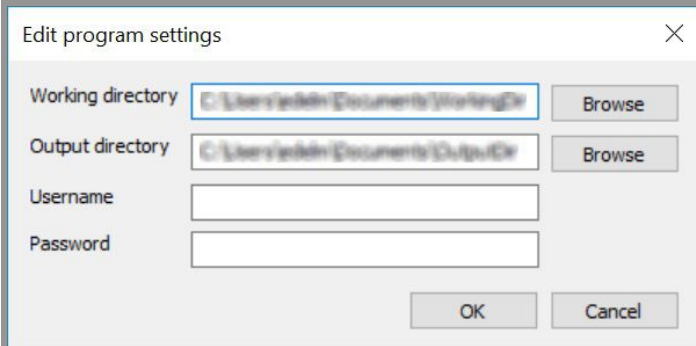
### Program settings

Choose to set working and output directory of TED to a specific location.

*Working Directory* is where the templates you have made or downloaded are placed.

*Output Directory* is where a compressed version of the template will be located. All templates are compressed to ZIP before uploading and when downloaded.

To be able to upload new templates from TED, you need a user. If you already have access to *template admin* you may use the same username and password in TED. If you do not have a username and password, or the one you use to access to *template admin* doesn't work, contact [support@netlife.no](mailto:support@netlife.no) and request access.



Dialog box titled "Edit program settings" with a close button (X) in the top right corner. The dialog contains four input fields: "Working directory" (with a blue border and a "Browse" button), "Output directory" (with a "Browse" button), "Username", and "Password". At the bottom right are "OK" and "Cancel" buttons.

## View

### Web

Web environment. This view show how the template will look for the end-user in webshop. You may add graphics here that does not go to Lablink for print. Things like shadows, text, graphic, overlays etc.

### Lablink

Lablink environment. This view show how the template will look when it comes to Lablink for printing.

### Preview Mode

Visualize how the template will look with preview pictures (see example screenshot to the right).

### Hide trim box

Hides the trimbox lines from the view in TED.

### Reload

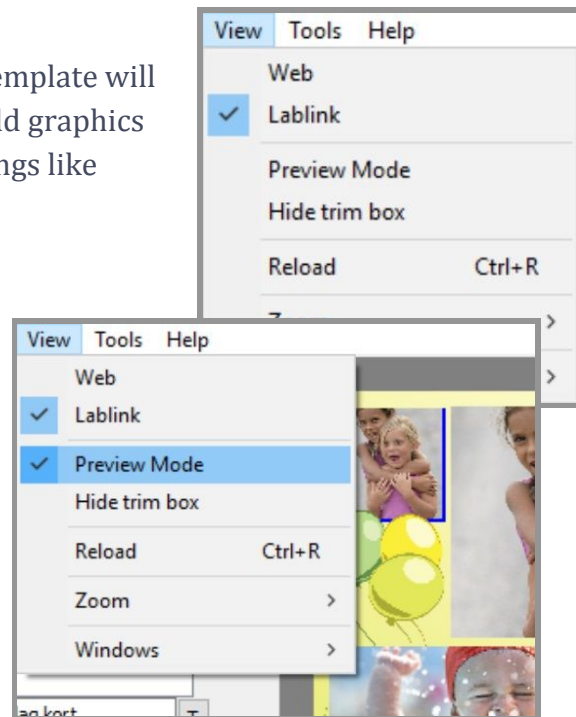
If you have edited a graphic element in a template in a third party software, once that element is saved outside of TED, it will not automatically show the edit in TED, until you click *reload* (short key CTRL+R).

### Zoom

Choose either *fit in* to see the whole template or *1:1* to see the template in real size.

### Windows

The option *upload window* here opens up the uploader window.





## Tools

### Update product list

This happens automatically on start. You can use this to manually get the latest product names if one is created while you are working inside TED.

### Autofill translations

Not in use. This automatically added translations of different texts on specific template types.

### Update translation list

Irrelevant.

### Update calendar previews

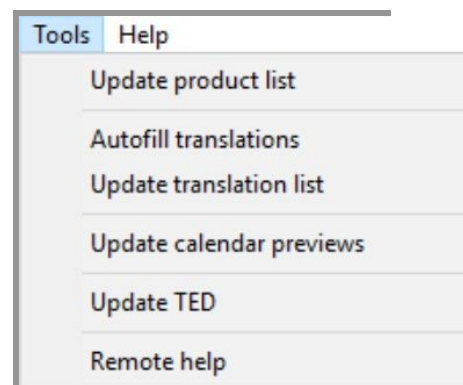
Do not press!

### Update TED

Check for new updates of Netlife Template Editor.

### Remote help

If you are having trouble or specific errors, clicking *remote help* may connect you to one of our engineers via remote desktop.

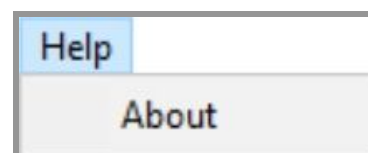


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## Help

### About

Find information about Netlife Template Editor.



## Left hand side menu

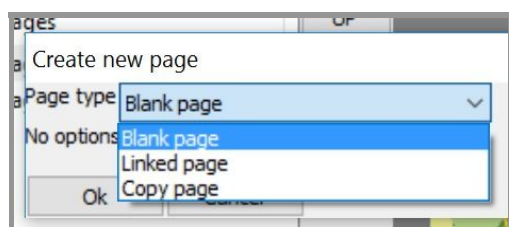
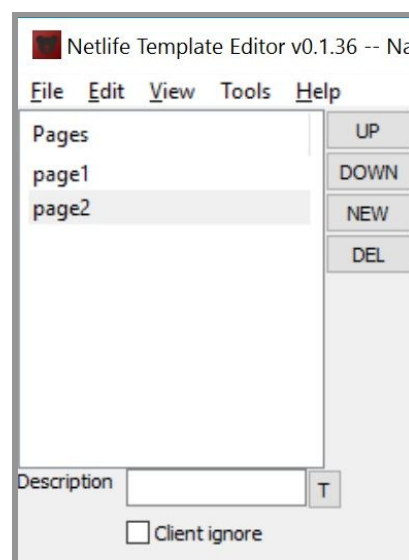
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### Pages

If the template contains of several pages, they will be listed in chronological order to the left (see example screenshot to the right).

#### Up/Down

Move the selected page up or down to change the page order.



#### New

Create a new page. From a drop down menu you choose which type of page to add (see example screenshot to the left).

#### Del

Delete the selected page.

#### Description

This is the name of the page, and will be displayed in webshop.

#### Client ignore

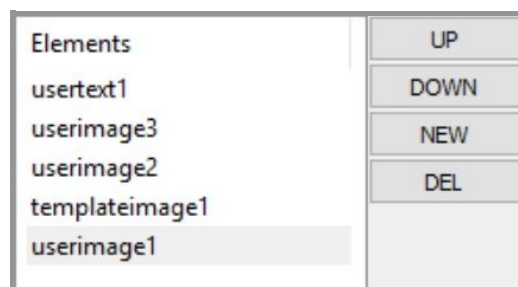
Setting *client ignore* will hide the selected page from the end-user in webshop, but will still be sent to Lablink for print.

## Right hand side menu

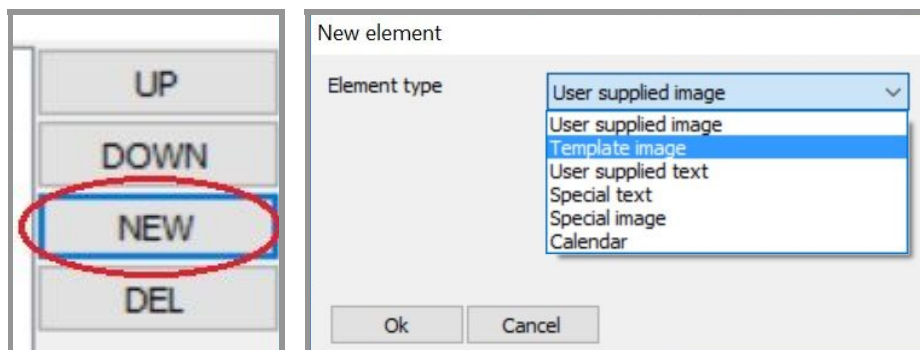
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### Elements

You may fill the template with different types of elements. The elements will be listed in chronological order to the right. Use the *up/down* buttons to change the element order and the *delete* button to delete an element. By clicking *new* you add a new element. There are different element types to choose between, listed below including description.



## Element types



### User supplied image (userimage)

An image box that lets the customers add their own image.

### Template image (templateimage)

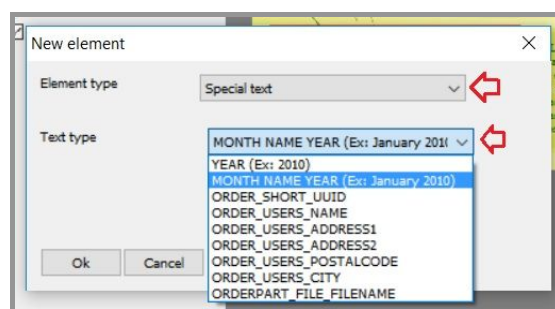
An image you add, it can be a background or foreground like a picture, a logo or decorative pattern.

### User supplied text (usertext)

A text box that lets the customers add their own text.

### Special text

A dynamic text that can show year, month or days depending on text type. A drop down menu lets you choose which text type you prefer (see example screenshot to the right).



### Special image

An image that can show the same image used other places on the template. For instance, if you have a calendar or booklet with 12 pages, and each of the pages contains 1 user supplied image. You may create a cover with 12 special images that show the same images from each page in the book.

### Calendar

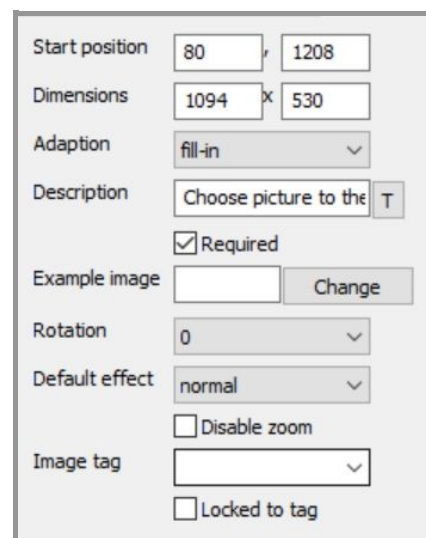
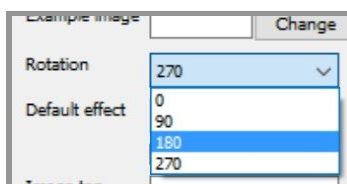
This option is used to create a dynamic month in text. You may create more of these to create calendars. Use the edit options to the right to change contents.

## Edit elements

Below the template listed elements, are different features to edit the elements.

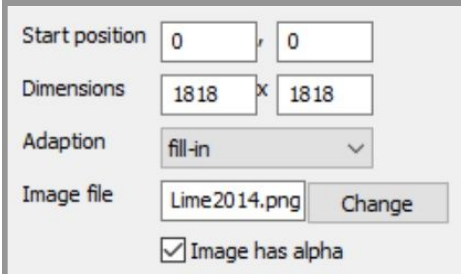
### User image

- *Start position*  
Show the location of the element on the template.
- *Dimensions*  
Show the size of the element.
- *Adaption*  
Fill-in: Fills the whole image area, this might crop the image.  
Fit-in: This places the whole image inside the image area, this might create whitespace.
- *Description*  
A text describing the product. This is only visible on templates that are shown on KIOSKS, and not relevant for webshop only templates.
- *Example image*  
Click *change* to add your own preview picture.  
Press *view* and *preview mode* on the top menu to visualize how the template will look with the new preview picture.
- *Rotation*  
Rotate the element either 90, 180 or 270 degrees to the right.
- *Default effect*  
Here you may pre-determine what filter is applied to the image when the end-user selects the template. Normal is standard color. BW is black & white, and Sepia is old red/brown style filter.
- *Image tag*  
Add image tags to display dynamic info in the template (see full overview of the different [tags here](#)).

## Template image

- *Start position, dimensions and adaption:*  
see *user image* above.
- *Image file:*  
Click *change* to upload another picture as template image.



Start position  ,



Dimensions  x

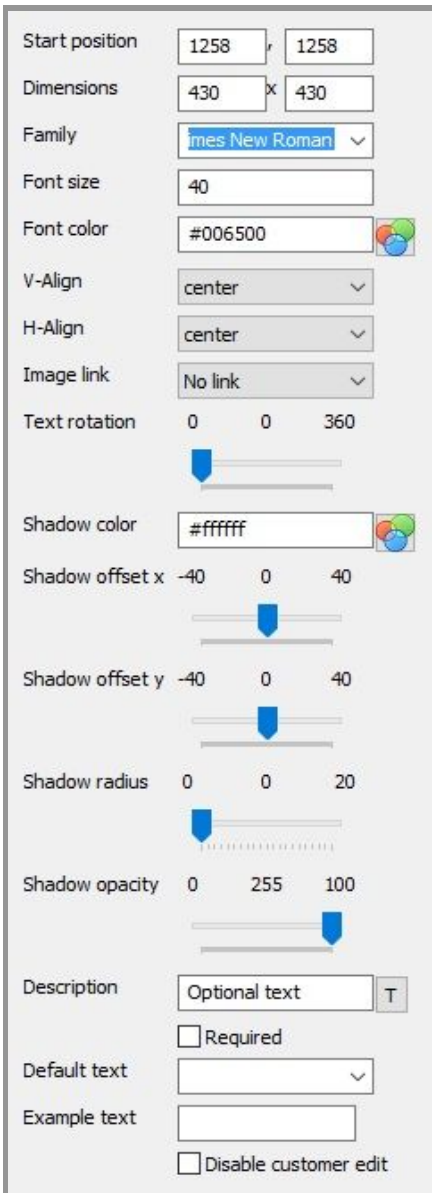
Adaption

Image file

☒ Image has alpha

## User text

- *Start position, dimensions and description:* see above.
- *Family*  
Set font type.
- *Font size*  
Set font size.
- *Font color*  
Set font color. Click the symbol with three colored circles to change color. 
- *V-Align*  
Place the text on top, at the center or at the bottom of the user text box.
- *H-Align*  
Place the text to the left, in the center or to the right in the user text box.
- *Image link*  
This will link a textbox to a specific image, so only info from that image is displayed in the textbox. As TED does not support same tags on multiple pages. This can be used to specifically extract subject names from a specific group image on a specific page.
- *Text rotation*  
Rotate the user text box 0-360 degrees to the left.
- *Shadow color*  
You may choose to set a shadow to the text in the user text box. This feature sets the color of this shadow. Click the symbol with three colored circles to change color. 
- *Shadow offset x / shadow offset y*  
Choose the direction and placement of the shadow.




Start position  ,

Dimensions  x

Family

Font size

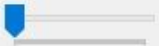
Font color  


V-Align

H-Align


Image link

Text rotation




Shadow color  

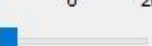
Shadow offset x




Shadow offset y



Shadow radius



Shadow opacity



Description

☐ Required

Default text

Example text

☐ Disable customer edit

- *Shadow radius*  
Set the radius of the shadow.
- *Shadow opacity*  
Set shadow opacity.
- *Default text*  
Add text tags to display dynamic info in the template (see full overview of the different [tags here](#)).
- *Example text*  
Write an example text to show in preview mode.
- *Disable customer edit*  
Disable the customer edit choice and show only the example text above on the template.

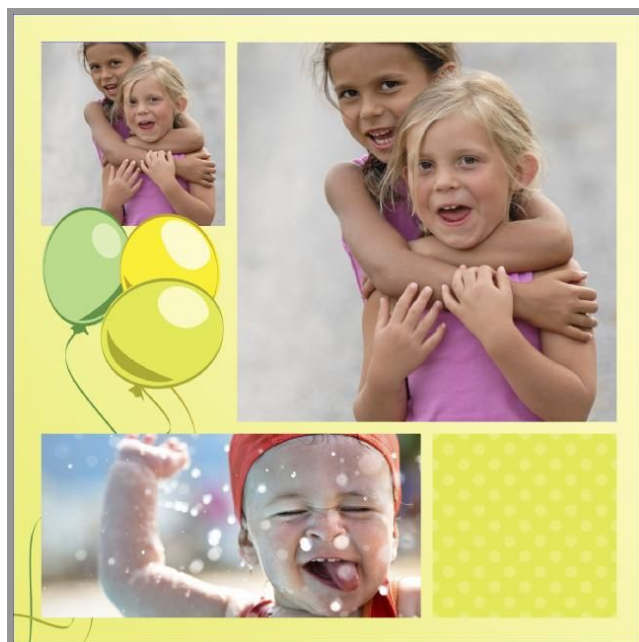
## Calendar

- *Start position, dimension, family, font size, font color, V-align, H-align*: see above.
- *Col spacing*  
Spacing in columns: use positive numbers to increase spacing. Use negative (for example -100) to decrease spacing.
- *Row spacing*  
Spacing in rows: use positive numbers to increase spacing. Use negative (for example -100) to decrease spacing.
- *Month*  
Set correct month.
- *Cell settings*  
Edit the different options for the cells. Fonts, size, color, etc.

Start position	0	x	0
Dimensions	300	x	200
Col spacing	0		
Row spacing	0		
Month	January ▼		
Cell settings	dayheading ▼		
Family	Verdana ▼		
Font size	30		
Font color	#000000		
V-Align	center ▼		
H-Align	center ▼		

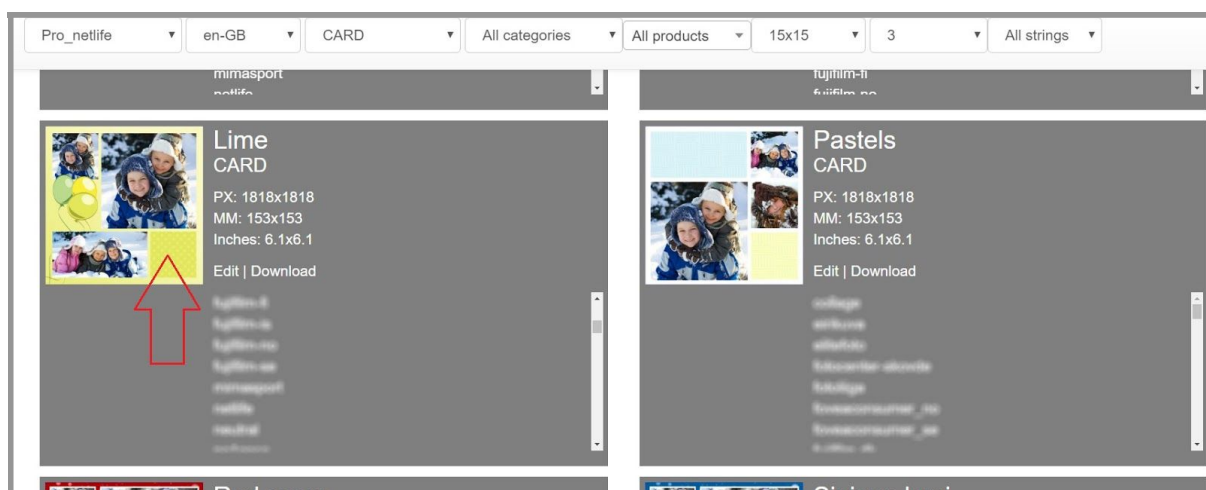
## Create templates

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## Open an existing template

Visit <http://update.netlife.no//templates/admin/v2/> and find the template you want to open. You may use the search filters on top to locate a specific template product. In this example the search for a template is done with filters template group Pro\_netlife, language british english (en-GB) and 15x15 cards with 3 pictures. Click the image of the template to open its edit mode.





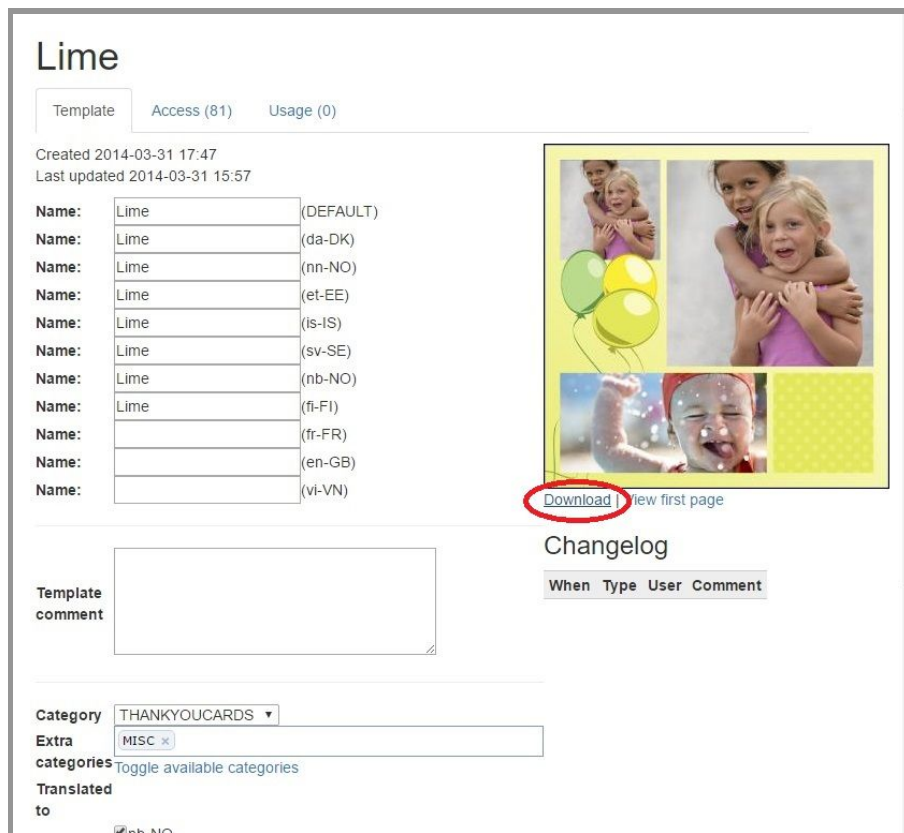
In the edit mode you may change template name, leave a comment and add or change categories and languages.

To open and edit this template, right-click the *download* link and select *copy shortcut*.

Open TED (The Template Editor software), click *file* in the top menu and choose *open template url*. Paste the link you copied into the textbox using shortcut CTRL+v.

Press *open* to download and open the template.

If you already have a template downloaded and saved on your computer, you may open it by pressing *file* in the top menu, selecting *open template* and locating the correct template.



**Lime**

Template Access (81) Usage (0)

Created 2014-03-31 17:47  
Last updated 2014-03-31 15:57

Name: Lime (DEFAULT)  
Name: Lime (da-DK)  
Name: Lime (nn-NO)  
Name: Lime (et-EE)  
Name: Lime (is-IS)  
Name: Lime (sv-SE)  
Name: Lime (nb-NO)  
Name: Lime (fi-FI)  
Name: (fr-FR)  
Name: (en-GB)  
Name: (vi-VN)

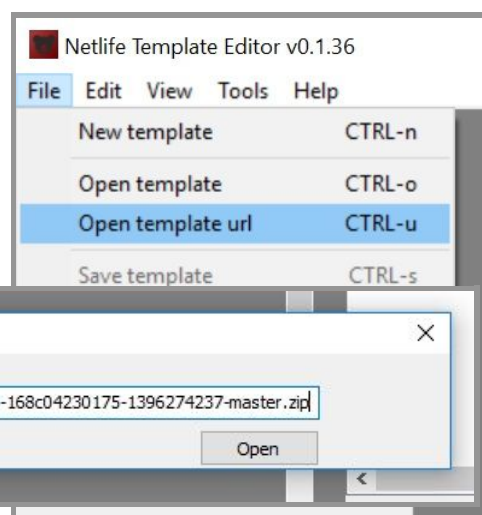
Template comment

Category: THANKYOUCARDS  
Extra categories: MISC  
Toggle available categories  
Translated to: nb-NO

Download View first page

Changelog

When	Type	User	Comment
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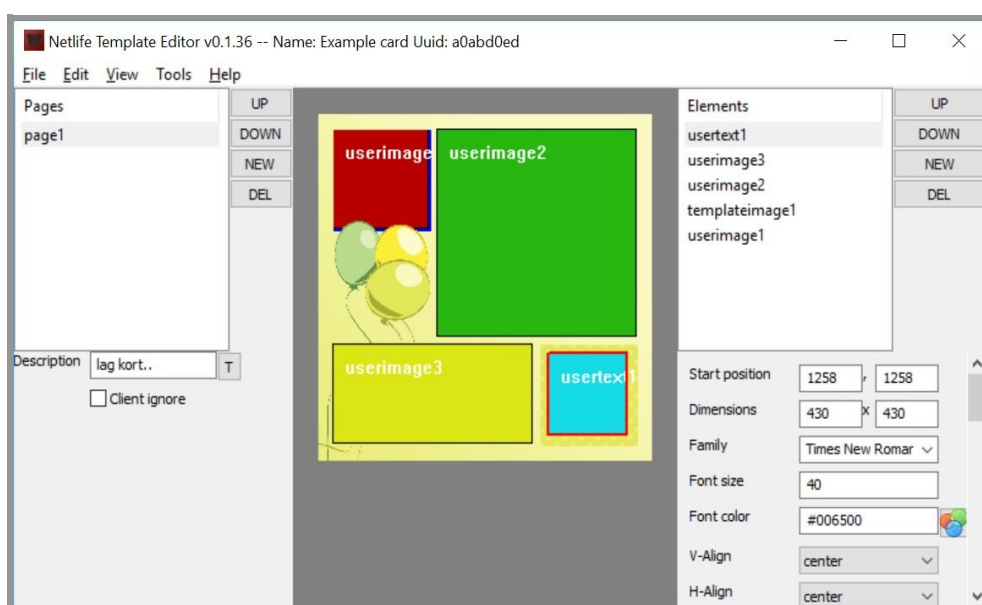
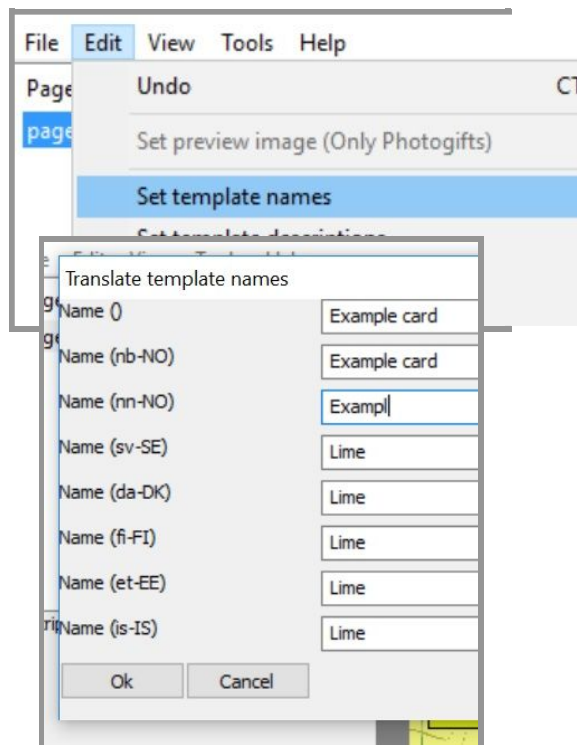
## Create a template product based on a previous template

Visit <http://update.netlife.no//templates/admin/v2/>, find the template closest to the template you want to create (size, look etc.) and open the template in TED (learn how to open above).

Remember to give the template a new name under *edit - set template names* in the top menu.

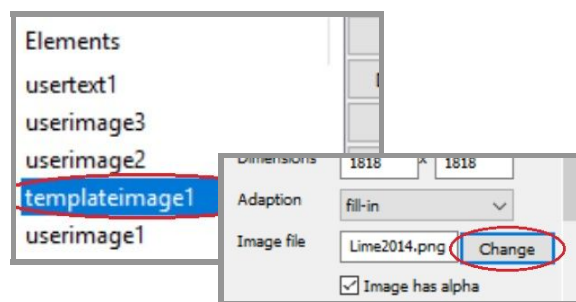
Then use the *save as new template* feature under *file* in the top menu when you save the first time, so you don't overwrite the current template.

The open example template contains of one template image (yellow background with frames and foreground balloons), three user images (where the customers can add their own pictures) and one user text box (where the customers may type in the text of their choice). The element list on the right hand side show us the element order. The template image is below two user images and the user text box but above the last user image. This is done so the balloons cover a bit of the last user image.



## Change template image

You may choose to change the template image or edit it in another software. To simply change to another picture choose *templateimage* in the element list, and click *change* image file below. Locate the picture of your choice and click *open*.



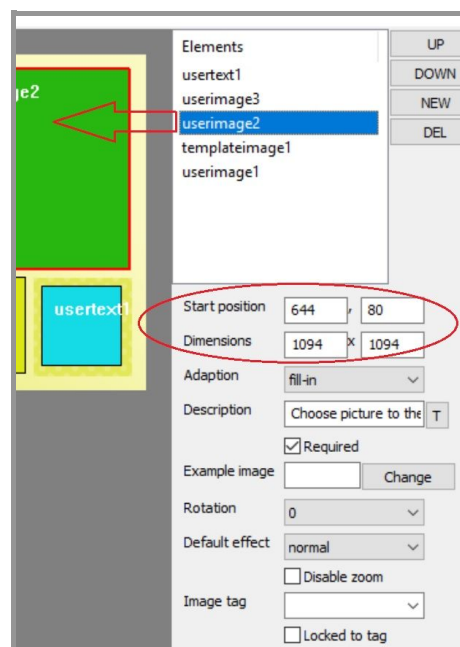
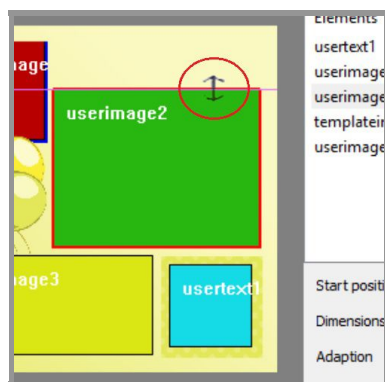
## Edit template image

To edit it in a graphic editor go to the top menu and click *edit* and then *open template directory*. This opens the directory where the template files are stored. You may then open the file you'd like to edit in f.ex. Photoshop. You most likely have to import the picture again into TED after you have edited. To do this, in TED, click the element you have edited and click *change* next to *image file*. This will update the graphics and show it in TED. Learn how to [edit template image in Photoshop here](#).

You may change the order, size and location of the existing elements in the template, or delete or add new. To change size or location of the element, either click the element name in the right hand side list, or click directly on the template. In this example we are going to edit the *userimage2*.

## Element position

*Start position* show the location of *userimage2* on the template. To change this either change the numbers in the *start position* fields or click the element in the template and drag it to the correct position.

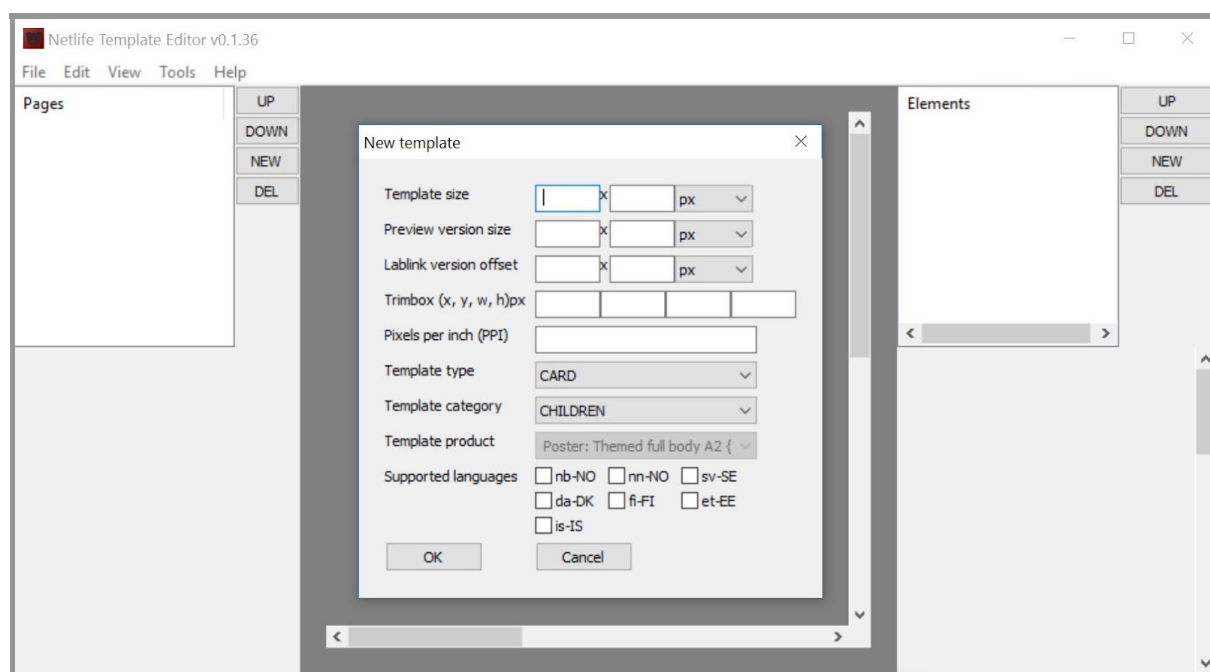
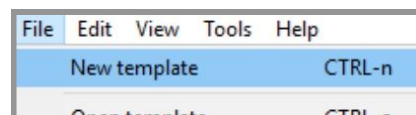


## Element dimension

To change the element size either change the numbers in the *dimensions* fields or edit the size directly on the template. To do this hold the mouse over the edge of the *userimage* and use the arrow that then shows to drag and drop the edge and make the image smaller or bigger.

## Create a new template product

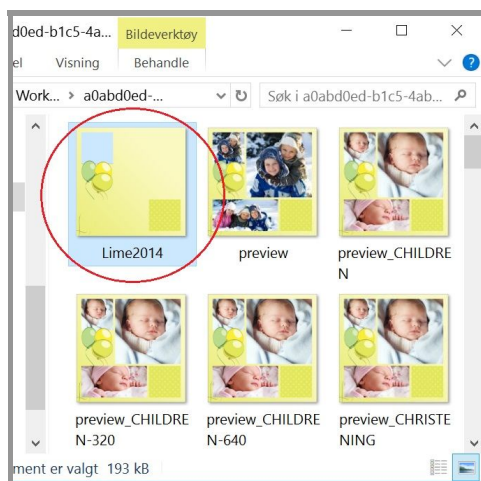
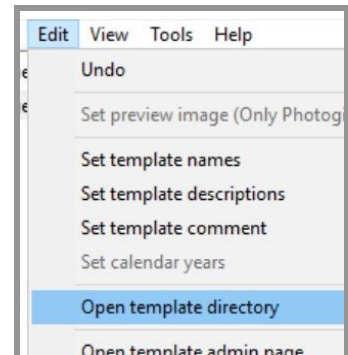
This is similar to *creating a template product based on a previous template* above, except that you start with pressing *file - new template* after opening TED. You have to enter the size and other info about the new template. You are then given a blank canvas without background image, user images and user text boxes. This means you have to start from scratch, creating your own



template.

## Edit template image in Photoshop

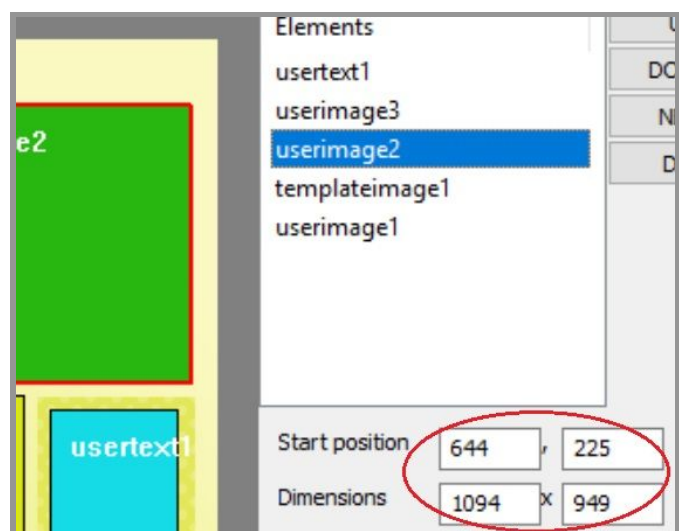
To open the template image in Photoshop (or other graphic editors) click *edit* in TED and then *open template directory*.



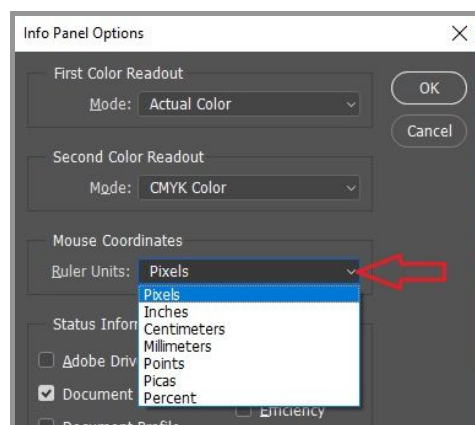
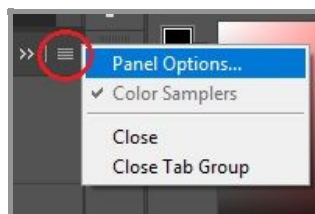
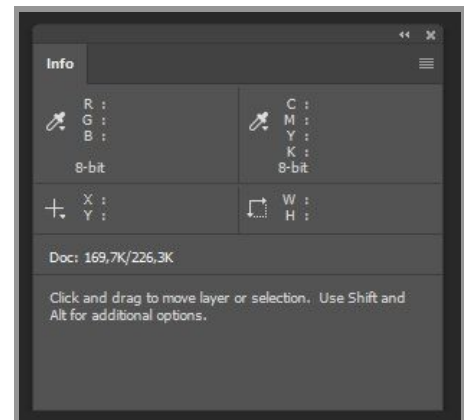
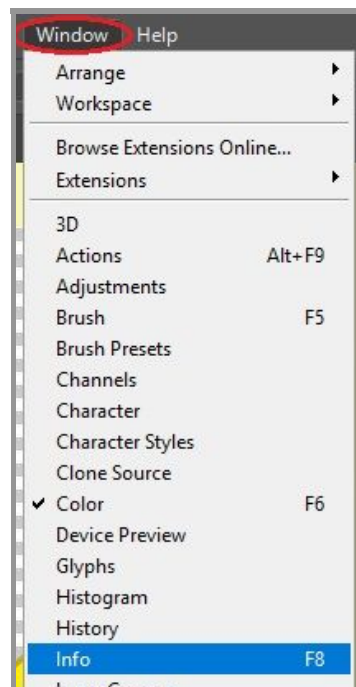
This opens the directory folder where the template files are stored. You may then open the file you'd like to edit (in this example the template image) in Photoshop.

Go back to TED and click on a userimage. It will be marked by a red frame. Look at the right hand side panel and note the *start position* and *dimensions* numbers down.

Next time you'd probably save time by writing down all the numbers of all the userimages/usertexts.



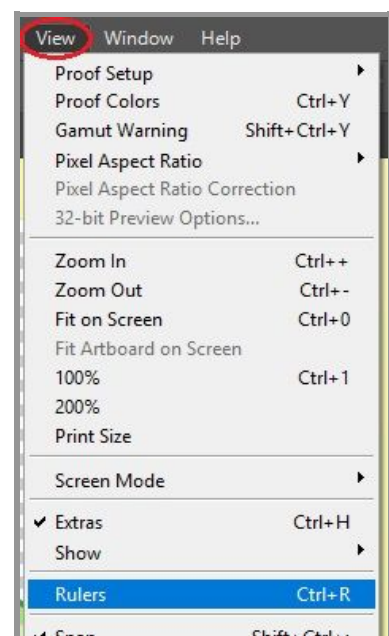
Back in Photoshop you click *window* at the top and select *info*. This opens the info panel you'll need to show the dimensions (see example screenshot far to the right).



Make sure it is set to *pixels* in panel options.

Also click *view* at the top and select *rulers*.

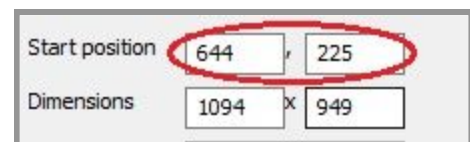
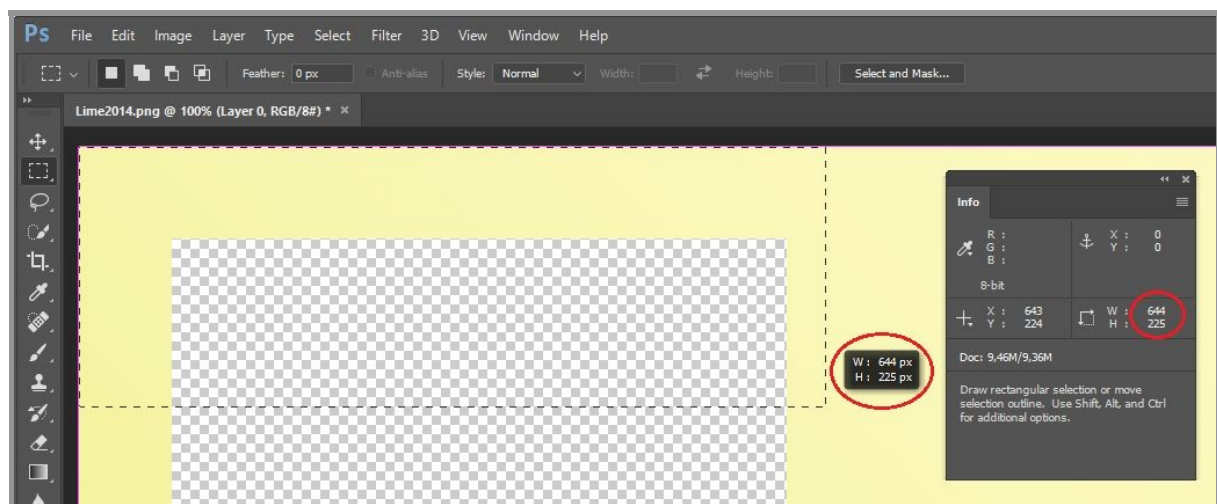
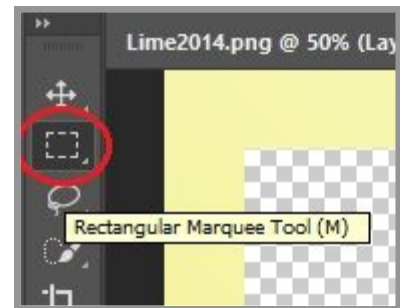
These changes only has to be done once, the rulers and the info panel will be visible every time you start Photoshop, until you hide them.





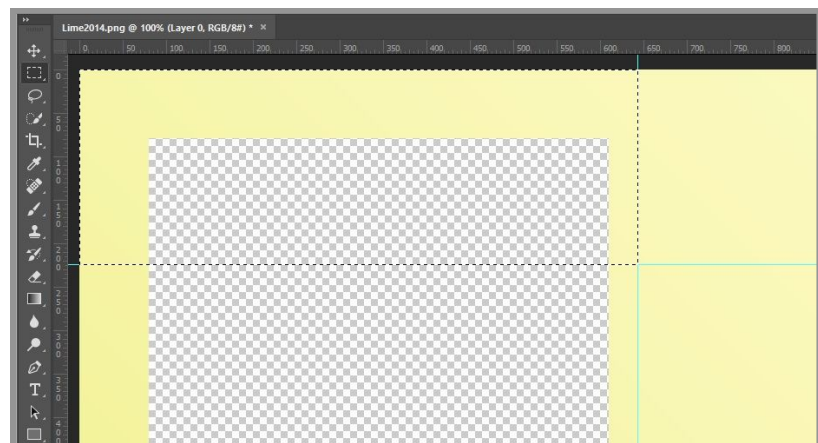
Select the rectangular marquee tool.

Start from the up left corner and drag the rectangular so the numbers in the info panel matches the *start position* numbers you noted from TED.

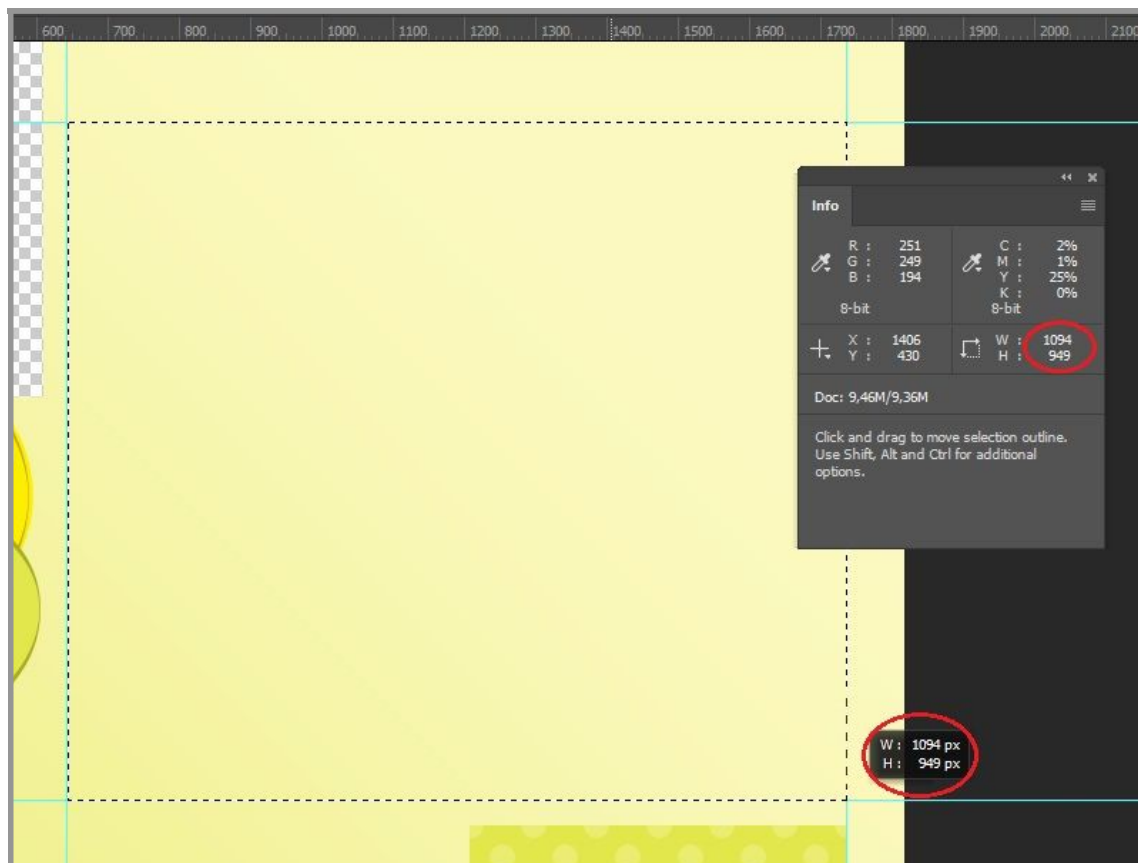
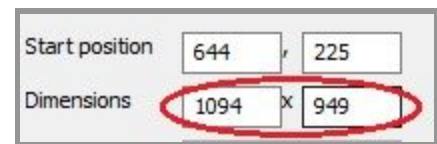


When you have the selected area of the start position, you use the mouse and drag lines from the rules and attach them to your selection.

You now have the starting point of the userimage you selected in TED.



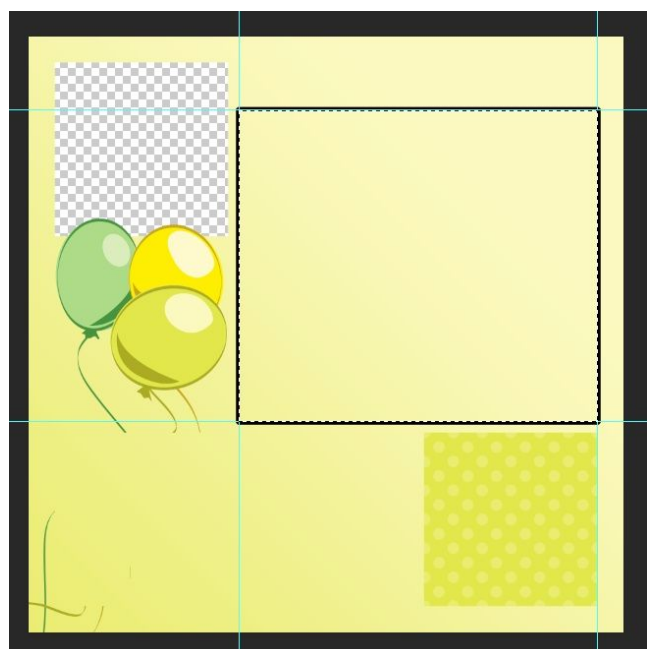
Now use the rectangular marquee tool again to create a selection of the numbers in the *dimensions* and drag lines from the rulers.



You have now created a replica of the position of the user image you clicked on, and can create graphics around these lines that represent the space in TED.

After you have created the graphics you want on your background image (in this example a black frame), save the picture.

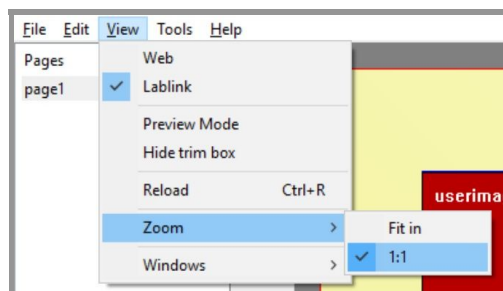
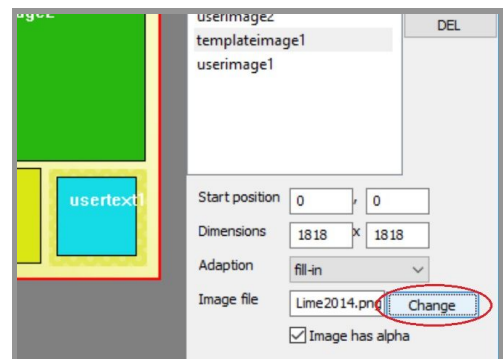
You may save to the directory of your choice.





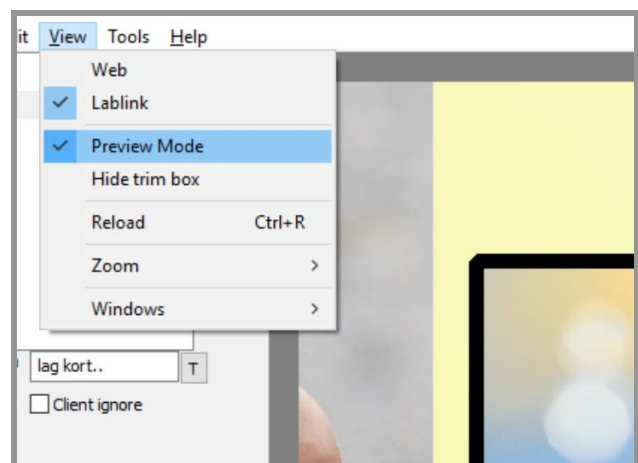
## Import in TED

To import the background in TED, mark *templateimage* and click *change* next to *image file*. Locate the newly saved image and click open.



To be sure everything is aligned just right, click *view* and select *zoom 1:1* and see if the graphics and the *userimage* are aligned. It may be distorted when viewing in *fit in*.

You may also choose *preview mode* under *view* to see how the template will look with example pictures.

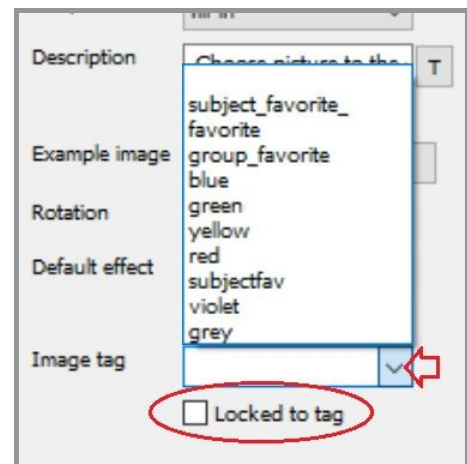


## Add logos to templates

### Adding a logo image to an existing template is easy

When you have the template you want to add a logo to open and ready to go in TED, you add a *userimage* with the correct size of the logo, to the spot in the template you want it to be. Now you add a color tag (image tag) to this image box and click the *locked to tag* option (see example screenshot to the right). This makes it so that only images of that specific tag can populate the image box you have added.

Be sure that you do not overwrite a template by doing this. If you have made the template from scratch, it is ok, but if you opened up an existing template, do *save it as a new template*, or else, everyone who uses that template will now get the logo part as well.



### Adding the logo to the subject/group

This is usually done in either Checkpoint or in Photolink Pro, and can be done on a group by group basis, or subject by subject basis.

Once the logo image is added, the 'lightbulb' can be turned off for it, so that the end-user does not see the logo in their list of images.

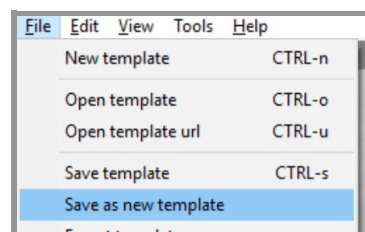
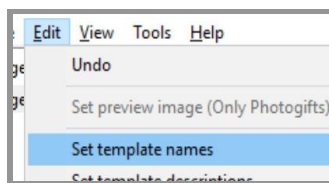
If there are no logos present, the imagebox for the logo will display a "drag & drop" image to the end-user, which might be confusing. This "drag & drop" image does not go to print.

The logo should be a .PNG file and transparent around the logo. The size should match the image size, but can be bigger. It will resize to fit the imagebox.

## Finish and upload template

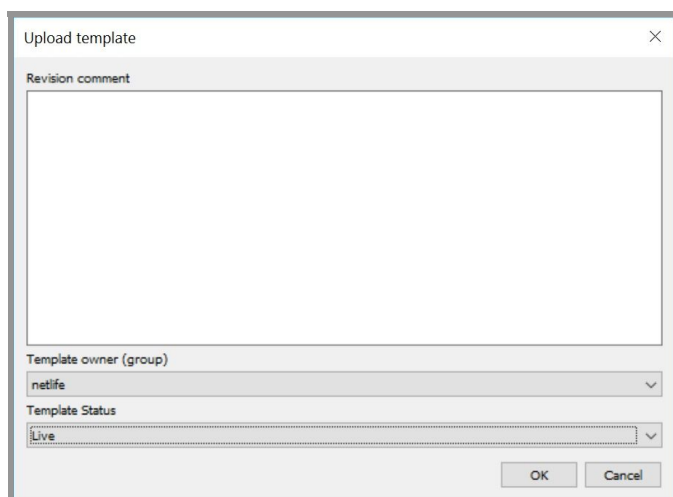
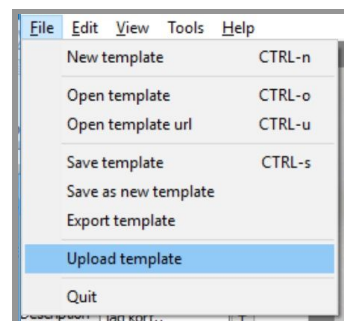
### Save template

When you are done and satisfied with your template and the graphic fixes, you want to upload and test it on your website. You need to save your template (*file - save template*). Remember to *set template names* as new names and *save as new template* if you made a template based on an existing one and don't want to overwrite it.



### Upload template and activate

Click *file* in the top menu and select *upload template* to send the template to *template admin*. We run scripts on our site every hour that activates the new templates on your website.



A window pops up with different upload choices. If new changes has been made to a template this may be noted here. The comment will be shown in *template admin* and in the changelog.

Choose correct group to upload the template to.

Template status may be set to *live* or *test mode*. By setting template status to *live*, the template will be available for the customers in webshop immediately. If set to *test mode*, the template will be activated on your webshop, but not available for the customers. The template is available for you to test before setting it live. The test mode feature is only available for Volume photography customers.

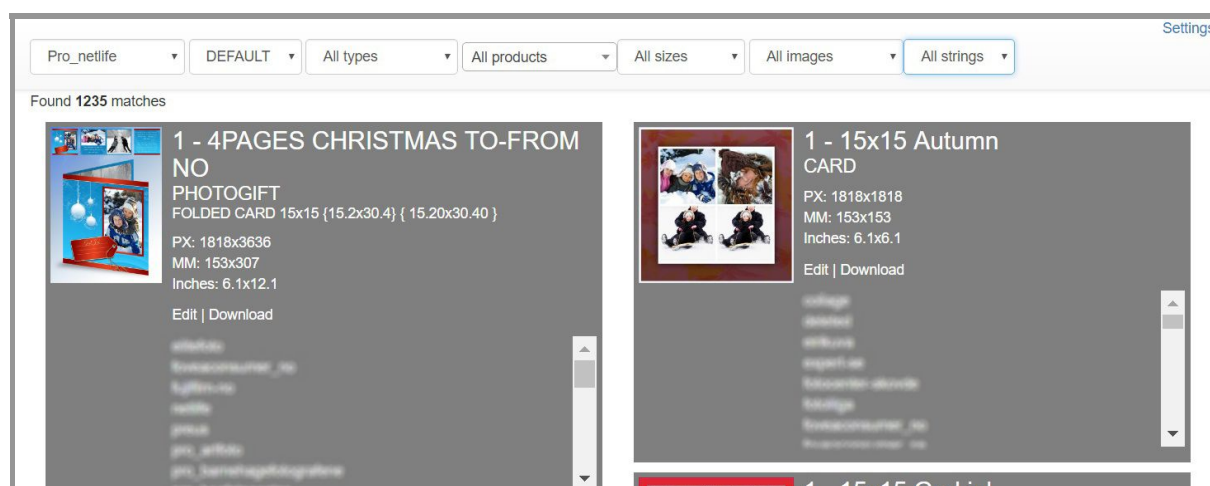
When satisfied with the template, you may set the template status to live in *template admin*.

## Part 2

# Templates admin

<http://update.netlife.no//templates/admin/v2/>

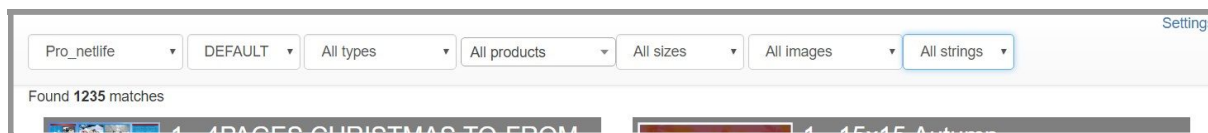
---



To access the *template admin* you'll need a username and password. These can also be used to upload templates from TED. If you do not have a username and password, contact [support@netlife.no](mailto:support@netlife.no) and request access.

Once opened the *template admin* site you'll see all templates listed with information. Use the scroll feature to the right to navigate down the list.

## Search filters



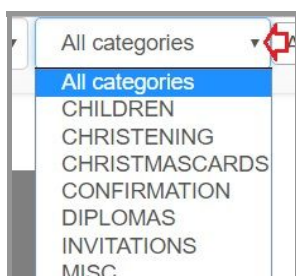
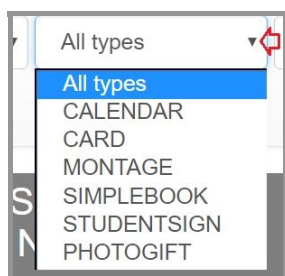
To find the template of your choice you may use the dropdown filters located on top of the *template admin* site. These filters will narrow down your search.



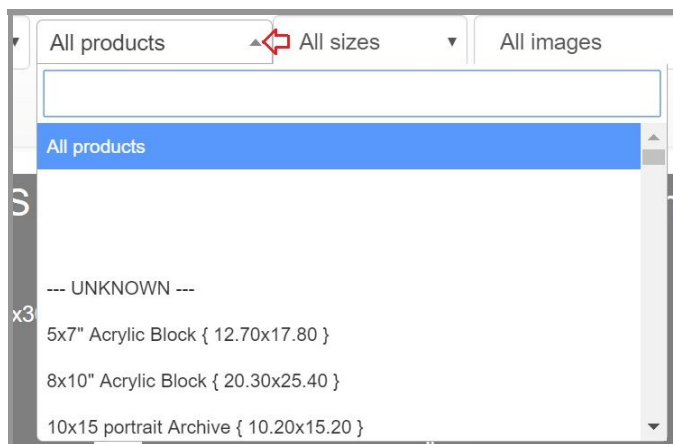
The first drop down list contains of all your template groups.



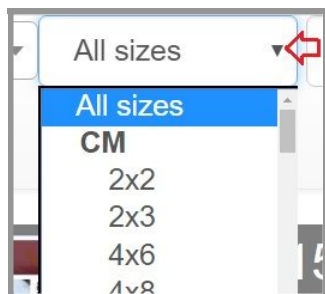
In this drop down you may choose a specific language.



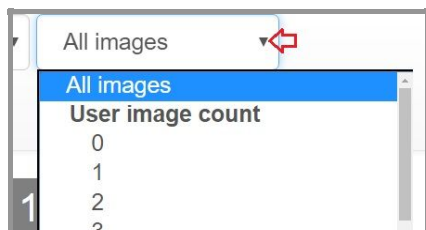
You may search between all types or select only one type, f.ex. cards. If you choose cards a new filter search drop down list will be added; You may then also choose between different categories.



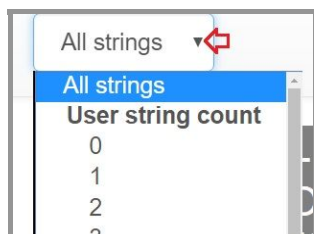
Search through specific products.



Narrow down your search by choosing a template size.



If you know how many images the template contains of you may use this filter drop down list and select the correct number of images.

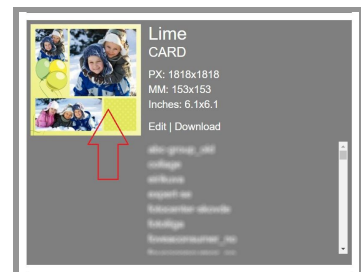


If you are looking for a template with a specific amount of usertext boxes (like add own text, name, group, jobname etc) use the strings filter.

## Template edit mode

Each template is presented with preview pictures and information about the template. The information being name, size and template owner.

Once located the template of your choice, click the preview template image to open the edit mode.



In the edit mode you may change template name, leave a comment, add or change categories and languages, change template status (learn more about live or test mode [here](#)) and template owners. You may also open the template in TED to make graphic changes (learn more about how to [open an existing template here](#)). Remember to click *update* (located at the bottom of the page) to save the changes.



**Lime**

Template Access (81) Usage (0)

Created 2014-03-31 17:47  
Last updated 2014-03-31 15:57

Name: Lime (DEFAULT)  
Name: Lime (da-DK)  
Name: Lime (nn-NO)  
Name: Lime (et-EE)  
Name: Lime (is-IS)  
Name: Lime (sv-SE)  
Name: Lime (nb-NO)  
Name: Lime (fi-FI)  
Name: (fr-FR)  
Name: (en-GB)  
Name: (vi-VN)

Download | View first page

Changelog

When	Type	User	Comment

Template comment

Click *download* (located below the template picture) to download the template to your computer. Choose *view first page* to see how the template will look in TED. You will f.ex. see where the text boxes are located and how many there are.

The *changelog* will display changes made to the template, including date, user and comments about the changes.

## List of tags to display dynamic info in templates

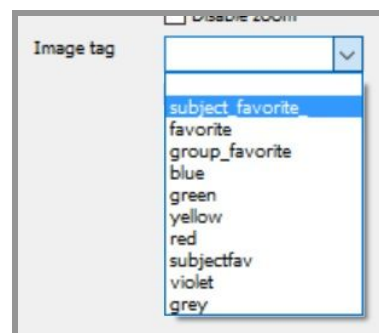
---

### In Admin - What the different names mean

- **Job name:** Gets the info from Job name, not internal Job Name.
  - **Group:** Gets the info from the class the subject(s) are in. You may rename the group by choosing a job, clicking *checkpoint* and then *details*. Then click the group name link next to the subject name to rename the group.
  - **Subject:** Gets the info from the subject name, you may edit this by doing the same as editing the group info, only choose the subject name instead of group name.
- 

### In TED - User supplied image tags

- **subject\_favorite\_:** For classcharts. Enter the number for the subject, for example if the class chart has 11 images, tag image box 1 with `subject_favorite_1` and then you have to manually edit the text and enter the number of the subject you want, so it says: `subject_favorite_1`, for image box 2, tag it with `subject_favorite_2` aso.
- **favorite:** Same as Gold Star in Photolink Pro/Admin. Sets this image box to use the photographers favorite image if/when available.
- **blue:** Match this color to the color tagged on the photograph auto pick photo for this image box.
- **green:** Match this color to the color tagged on the photograph auto pick photo for this image box.
- **yellow:** Usually used for group images.
- **red:** Match this color to the color tagged on the photograph auto pick photo for this image box.
- **violet:** Match this color to the color tagged on the photograph auto pick photo for this image box.

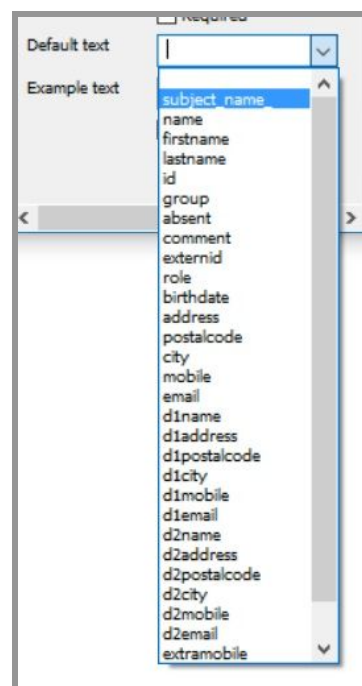




- **grey:** Match this color to the color tagged on the photograph auto pick photo for this image box.
- **subjectfav:** Same as Silver Star in Photolink Pro/Admin. Sets this image box to use the subjects favorite image if/when available.

## In TED - User supplied text tags

- **subject\_name\_:** For class charts. Enter the number for subject, for example if the class chart has 11 images, image box 1 will be tagged subject\_favorite\_1 you add a text box to go with this image, select the text tag: subject\_name\_ and manually enter the number of the image box this text box is associated with, so if the image box has been tagged subject\_favorte\_4, tag the text box with subject\_name\_4.
- **name:** For portrait images, writes the subject name.
- **firstname:** Writes only the first name of the subject.
- **lastname:** Writes only the last name of the subject.
- **id:** Not used - writes the internal id for the subject.
- **group:** Writes the group name (see [In Admin](#)).
- **absent:** Not used.
- **comment:** Not used.
- **externid:** Not used - personal ID number.
- **role:** Writes the role of the subject, ex: student, teacher, staff.
- **birthdate:** Writes the birth date of the subject.
- **address:** Writes the subjects address.
- **postalcode:** Writes the subjects postal code.
- **city:** Writes the subjects city.
- **mobile:** Writes the subjects mobile number.
- **email:** Writes the subjects e-mail address
- **d1name:** Writes D1s (parent or guardian #1) name.
- **d1address:** Writes D1s (parent or guardian #1) address.
- **d1postalcode:** Writes D1s (parent or guardian #1) postal code.
- **d1city:** Writes D1s (parent or guardian #1) city.



- **d1mobile:** Writes D1s (parent or guardian #1) mobile number.
- **d1email:** Writes D1s (parent or guardian #1) e-mail address.
- **d2name:** Writes D2s (parent or guardian #2) name.
- **d2address:** Writes D2s (parent or guardian #2) address.
- **d2postalcode:** Writes D2s (parent or guardian #2) postal code.
- **d2city:** Writes D2s (parent or guardian #2) city.
- **d2mobile:** Writes D2s (parent or guardian #2) mobile number.
- **d2email:** Writes D2s (parent or guardian #2) e-mail address.
- **extramobile:** If there are more than two (d1 & d2) contact persons for the subject.
- **extraemail:** If there are more than two (d1 & d2) contact persons for the subject.
- **jobname:** Writes the job name (see [In Admin](#)).

## Unlisted, needs to be written manually

- **picturetagging:** For group pictures, lists all subjects on the image, including absent subjects.
- **Color:Color:** If you have an image that uses 2 color tags, this way of writing it will require both tags to insert the image.
- **Color/Color:** If you have a template that will accept either Color.

## In TED - Special text tags

- **ORDER\_SHORT\_UUID:** Writes the ORDER UUID (8 digits).
- **ORDER\_USERS\_NAME:** Writes the name of the person ordering.
- **ORDERPART\_FILE\_FILENAME:** Writes the name of the imagefile this text get written on.

