

Personalisation

Setting up PDFs and CSV for name printing

Personalisation allows you to print a different name on each item without creating multiple versions of your artwork. You supply one PDF and one CSV name list, then we generate the personalised print files from your order.

This guide applies to any product where the configurator shows Personalisation.

When building your product, set Personalisation as Yes. This tells us that your order will include name printing. Once selected, continue through the builder and place your order as normal.

Special finishes

Spot UV (One Side)

Silver Foil (One Side)

Gold Foil (One Side)

Personalisation

You have added following special finishes

Personalisation

Place a real name on your artwork where it should print, using final font, size and position. Do not use placeholder text and do not leave it blank. Then, export it as a print ready PDF.

are delighted to invite you
Charlotte Montgomery and Charlotte Montgomery
to celebrate their marriage.

Create a spreadsheet with one name per row, using a column titled Name. Add any additional columns needed for reference, then check that all names are spelt correctly before saving.

| Name | Table | Role | Note |
|----------------------|---------|----------------|------------|
| Charlotte Montgomery | Table 3 | Bridesmaid | Vegetarian |
| James Carter | Table 6 | Evening Guest | |
| Harry Smith | Table 4 | Usher | |
| Natalie Williams | Table 2 | Groom's Mother | |



Save your spreadsheet as a CSV file. In Excel, use File then Save As and choose CSV. In Google Sheets, use File then Download and choose Comma Separated Values (.csv).

Description *

Order Number: 123456
Product: Wedding Invitations

Attached is my personalisation file.

Upload your file (if applicable)

Upload

Personalisation for Wedding Invites.csv
179 Bytes

Submit Form

Uploading to the site

Upload your CSV using the WTTB contact form once your order is placed. In your message, include your order number and product name so we can match the file to your order and begin personalisation without delay.