



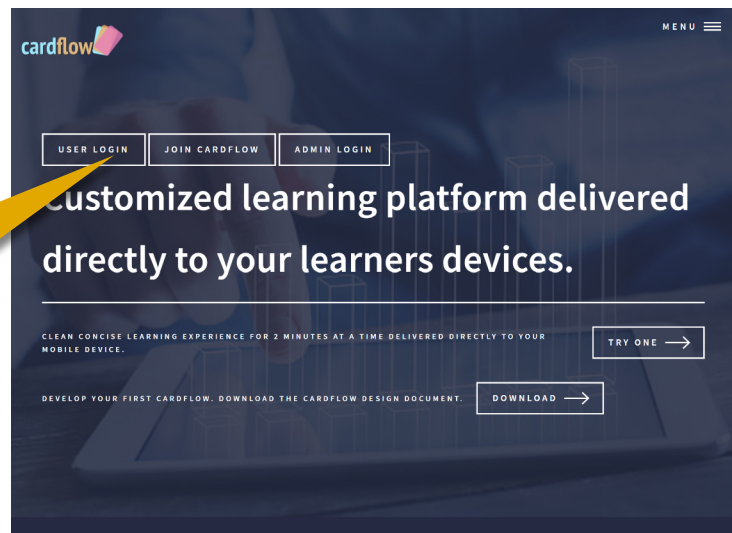
Building Your First Cardflow

1

Visit <https://cardflow.ai> in your browser.

From the Cardflow home page select **User Login** if you have a personal account and **Admin Login** if you have a corporate account.

Note: If you are a new user select **Join Cardflow**.

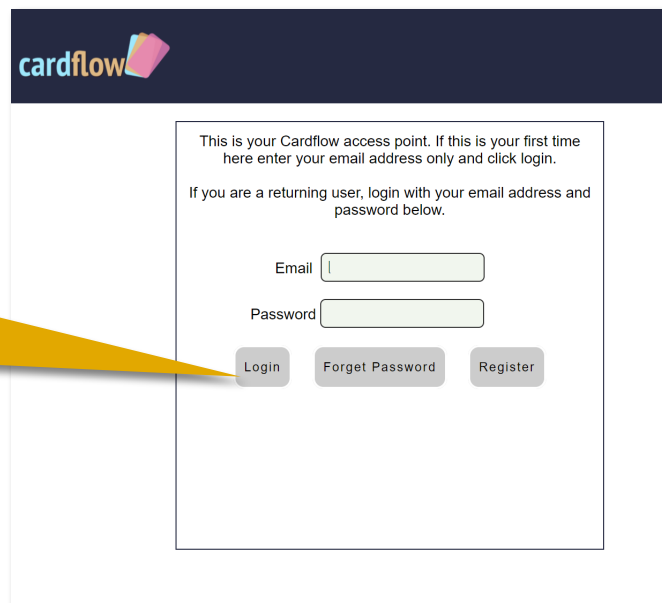


2

Login with your credentials.

If this is your first visit to Cardflow select Register.

Note: If you are logging in to a corporate account your credentials will have been provided to you.





You are now logged in to your Cardflow account.

To begin your experience and learning **Search Courses**.

3 To begin building and administer your own Cardflow click the **My Cardflow**.

The screenshot shows the Cardflow dashboard. At the top left is the Cardflow logo. Below it is a 'Welcome back!' message. There is a search bar labeled 'Search Courses:' with a 'Search' button. Below the search bar is a dropdown menu labeled 'My Learning'. At the bottom of the dashboard, there is a legend with three items: 'Completed' (green checkmark), 'In Progress' (yellow circle with arrow), and 'Not Stratred' (red X). Below the legend are three buttons: 'Chang Password', 'My Cardflow', and 'Logout'.

4 To begin creating your new content click **New Cardflow**.

To update current Cardflows you may choose from the list.

Delete: To permannently delete your Cardflow.

Edit: To update the name, description and hashtags for your Cardflow.

View: To launch your course and retrieve the unique URL.

Course Title: To make edits and changes to your Cardflow.

QR Code: To retrieve the QR Code for your course for printing and sharing.

The screenshot shows the 'New Cardflow' page. At the top left is the Cardflow logo. Below it is a 'New Cardflow' heading. There is a table with the following columns: 'Delete', 'Edit', 'View', 'Course Title', and 'QR Code'. The table contains one row with the following values: 'Delete', 'Edit', 'View', 'test course', and 'QR Code'. Below the table is a 'Page 1' label. At the bottom of the page are two buttons: 'Back' and 'Logout'.



5 Fill in your Cardflow Title, Hashtags and Description.
Click the **Add** button.

Note: We recommend you use hashtags to provide key search elements. Hashtags should represent skills, topics or other various descriptors for your content.
Hashtags should not be comma delimited; #hashtag1 #hashtag2

The screenshot shows the 'New Cardflow' form with the following fields and buttons:

- Course Title:
- #hashtags (Optional):
- Course Description:
- Buttons: Add, Cancel
- Bottom navigation: Back, Logout

6 Click the title of your newly created Cardflow.

The screenshot shows the 'New Cardflow' list view with the following table:

	View	Course Title	QR Code
Delete Edit View	test course	QR Code	

Page 1

Buttons: Back, Logout

7

When you are ready to add another card click the + button.

Select the template for your card.

You may choose to upload an image from your computer or mobile device.

Select a background color for your card.


For white enter FFFFFFFF

Use the Card Editor to design your card.

The Card Editor functions like any word processor.



The screenshot shows the cardflow interface for editing a card. At the top, there is a 'Back to Course' link and the course title '11045 - test course'. Below this is a 'Cards' section with a list containing one card labeled '1' and a green plus sign button to its right. The 'Card Design' section is active, showing 'Card Template:' with three options: 'Content' (selected), 'Assessment', and 'Survey'. The 'Card Content' section includes an 'Image:' field with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button. Below that is a 'Card Color:' input field. The 'Page Text:' section features a rich text editor with various icons for source, undo, redo, bold, italic, underline, strikethrough, list, link, unlink, and font color. At the bottom, there are 'Preview', 'Save', and 'Delete' buttons.

 More on image uploads on the next page.

Uploading Images

a Click **Choose File** and select an image from your computer or mobile device.

b Click **Upload**

c You will now see a link to the image on our Crdflow server.

d Right click on the link and select **Copy Link Address** from the drop down menu

e Click the **Image icon** in the card editor.

On a mobile device hold down on the link and select **Get URL**.

The screenshot shows the 'Card Content' editor interface. At the top, there is an 'Image:' field with a 'Choose File' button and an 'Upload' button. Below this is a rich text editor with various icons for text formatting and image insertion. The 'Image URL' field shows a link to the uploaded file: http://cardflow.ai/Uploaded_Files/11045-card-flow-logo-small.png. A right-click context menu is open over the link, with 'Copy link address' selected. The 'Image icon' in the editor toolbar is highlighted.



Uploading Images cont.

f

Paste the link for the image into the URL field.

g

Set image size.

See below for image size guide.

A screenshot of a web application's 'Image Properties' dialog box. The dialog has three tabs: 'Image Info', 'Link', and 'Advanced'. The 'Image Info' tab is active. It contains a 'URL' field with the text 'http://cardflow.ai/Uploaded_Files/11045_card%20flow%20log', an empty 'Alternative Text' field, and a 'Preview' window showing the 'cardflow' logo and placeholder text. Below these are input fields for 'Width' (250), 'Height' (139), 'Border', 'HSpace', and 'VSpace'. There is a lock icon and a refresh icon next to the height field. At the bottom, there is an 'Alignment' dropdown menu set to '<not set>' and 'OK' and 'Cancel' buttons.

i

Note: Consider setting image size with a %. Example: 20%, 40%, 75%, 90%. This will ensure an optimal display on mobile devices.

If you are using a percentage you should leave the height field blank and the Perspective Ratio locked.

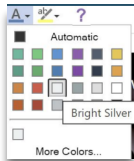
Fill in the **Alternative Text** field with a brief description of the image. This is to support accessibility and screen readers.



Cardflow Design Tips



With the Editor image you will provide a link to the image. You can source your own images from the web so long as you have the rights and permission to use them. Alternatively you can use a free image server like Google photos, Imgur, Flickr 500px or Dropbox to serve your own images. You can also upload an image to Cardflow for use. See the previous pages “**Uploading Images**” for instructions.



Experiment with color combinations when determining the background color vs text color of your cards. Black text on whitecard can serve a purpose but white font on a colored card can be eye catching.

Note: For white we recommend Bright Silver. This way you can actually see the font in the Card Editor.



For variety consider different color cards throughout a course while keeping to a theme.



Remember Learners today do not want to be bombarded with text. This is the post Twitter age and short and easy to read is ideal. We recommend you design with no scrolling. Consider adding another Card instead.



Currently you are allowed 20 Cards in one Cardflow. This is to facilitate keeping learners engaged. Cardflow learning should be designed so users can complete one Cardflow in under 5 minutes.



You can embed video from YouTube using YouTube’s embed functionality. You should set the width of your video to no larger than 350. Below is a sample embed code. Any source code like the sample below must be placed into the source view.

Sample Video embed code (replace the highlighted url with your YouTube video url):

```
<iframe allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen="" frameborder="0" src="https://www.youtube.com/embed/YOUR UNIQUE VIDEO ID?controls=0" title="YouTube video player" width="350"></iframe>
```