



eGreetings

Messaging and SMS Division,
National Informatics Centre
Ministry of Electronics and Information Technology



PREFACE

I. About

The eGreetings portal aims to promote a contemporary and eco-friendly method of sharing greetings by Government officials and agencies as well as citizens to colleagues and friends for National Holidays and other national occasions. The portal allows users to select and send greetings from multiple occasion-specific templates. Government Departments can also customize the greetings by adding tag-lines and messages related to their programmes and schemes. The observance of National and International days and disseminating informational messages and greetings related to such occasions will facilitate sharing and dissemination of educational and informational content to citizens. Greetings are an important way of communicating with colleagues and friends on special occasions and days of national importance. Sending a Greeting generates goodwill in the recipient. The erstwhile trend in the Government was to send paper Greeting-cards or use free internet-based eGreetings sites. The first option is not eco-friendly. Free internet based sites do not address the specific needs and requirements of the Greeting format, especially for government organizations.

Based on the assessment of these requirements, DeitY and NIC have created the government's own eGreetings portal under the Early Harvest Programmes of Digital India. The portal includes Greetings for various occasions, including days of National Importance. The portal also addresses eGreetings the specific needs of government organizations. For instance, specific templates can be created for National Science Day, Women's Day, various Health days, etc. as well as for national campaigns. Each department can create its own Greetings and slogans to connect with their employees, colleagues and stakeholders. The designs and templates of the greetings are being crowd sourced. The portal is also open to use by all citizens. This would promote greater interaction and participation of citizens in the process of creative work for the government as well as dissemination of information pertaining to subjects of national importance.



II. Purpose

Purpose of this user manual is to explain, how the features of eGreetings portal can be used by people to send eCards among themselves. This manual explains all the steps in details to help users to use the portal effectively.

III. Features

We have launched eGreetings with key features of creating your own custom eCard and upload GIF file. You can create your own eCard using the tools which allows you to edit or create your own canvas or make changes in the existing cards. You can also save a card after editing which can be used in the future to send it to your list. The main idea behind creation of e-Cards by user is to give a platform to user to showcase their creativity. The cards which will be sent will be more personalized and created by the users themselves.

Some of the key highlights of the portal are:-

- This platform is for users who can use it to showcase their creativity. The **“create custom eCard”** feature allows the user to design the card using multiple tools.
- The user can upload a GIF file. This file can be sent as an eCard to the recipient.
- We are also on social media. We want you to stay updated always, so we have used social media platform to connect with you directly and the updates will be posted on a regular basis on Facebook, Twitter and Google+. You can now wish anyone on social media. Just select an eCard from the portal and click on share button to publish on the social media platform.
- Creating a new contact list every time is a tedious task. You can save your contact list and also import your contacts from Hotmail, Yahoo, and Hotmail.
- Searching something on the portal and unable to find it! The solution is right in the portal itself. Click on the search tab and type anything you wish to search. The suggestions will help you to search topics in an easier manner.

- We understand it is difficult for anyone to remember all the important dates and events and it is equally important to send wishes to your loved ones. eGreetings help you to set birthday/event reminders. You can then send any card from the portal or use a saved card to send wishes.
- If you think it is difficult to remember dates, you can anytime schedule your card for your event.
- To continue to use our features start using <https://egreetings.gov.in>

IV. Acknowledgement

This portal was developed by NIC Messaging Division. The whole idea of developing this portal was for the user and how can he benefit himself by using this portal. The team had made sure to ease the steps to use the portal.

The development of this portal would not have been possible without the support of MyGov Team who have helped to provide the structure of the portal. Any information regarding the ongoing contests is posted on MyGov blog and eGreetings portal as well.

V. Pre-requisite

Anyone who wants to send eCards to his/her friend or colleague needs to first register in the portal. The users having government email address can directly login with their email id and password. A new user will be registered on MyGov portal. The login credentials of MyGov can be used to login to eGreetings portal. A user profile will be created on the portal which can be used while sending a card and adding sender details on the e-card.

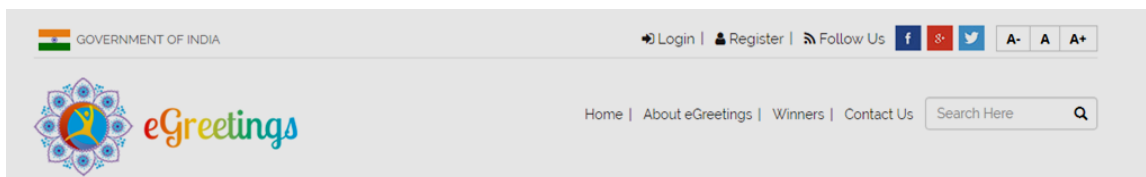
If a user is already registered on MyGov, the same credentials can also be used to login to eGreetings portal. The portal also allows to login using social media platform (Facebook, Twitter and Google+).

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Getting Started

When you open the link <https://egreetings.gov.in> , you will see number of features. The **top of the page** of the portal consists of login option, social media icons, winners and search option.



What more can you see on the top of the page?

- **Winners**- This section shows the list of winners of eGreetings design contest category wise.
- **Contact us**- If you think you are stuck anywhere and do not have an answer to your question, you can always contact us on the details given under this option or you can leave us a reply by filling the form consisting of details like full name, email id, subject and comments. Please fill the Captcha given to proceed and submit the query or feedback.
- **Search option**- This allows you to search a card as per the event with the keywords related to it. *Example:* If you want to search Christmas, you can type Christmas, Xmas, and Jesus etc. The result will show all the cards related to Christmas Day.
- **Change the size of the font on the portal**- If you feel that the size of the font is not appropriate on the portal, you can adjust the size as per your convenience. Just click on A- (to decrease the size), A+ (to increase the size) and A (to bring it to normal)

The **body of the portal** is a place where you can find the categories, display of cards, customization tool, cards which are ready to be sent for different events and festivals.



Categories of cards

Click on any category to view cards. You will see a drop down which will show list of events under that category. Select any card you wish to send and personalize it as per the requirement to send it.

- i. Celebration
- ii. Festivals
- iii. Glimpse of India
- iv. Heritage
- v. Ministry
- vi. Miscellaneous

Send an eCard

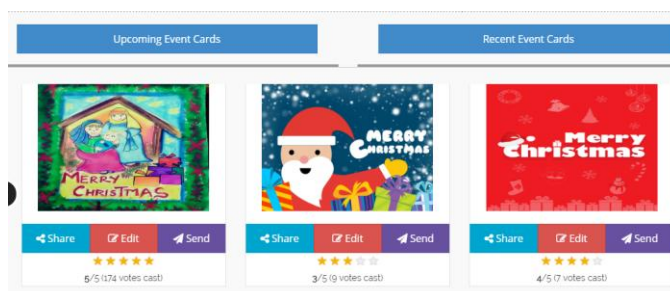
Send eGreetings to your friends and loved ones by 4 simple steps

1. Login/ Register
2. Select a card
3. Select message
4. Personalize

You can click on create custom eCard or upload a GIF

When you click on create custom eCard a canvas will open where you can create your own custom eCard.

It also displays the upcoming event and recent event cards. If you are interested to know the events of the month whose cards are available on the portal you can view them under the heading **Festive Calendar**, the cards are been displayed for the particular festival under the heading Festive Calendar.





Upcoming events and recent events cards

- You can also see upcoming events and recent event cards tab. Click to view the cards as per the choice.
- You can share, edit or send the card from the shortcuts given below each card. You can cast your votes on the card by clicking the stars given below each card.
- The count below each cards show the count of votes casted for each card.

Festive Calendar

Going below, you can see a festive calendar for the current month with the cards of the festivals in that month. There is a count of number of cards available under that category. You can click on view all to see all the options available.

Festive Calender

| | |
|---|---|
|  <p>Christmas</p> <hr/> <p>(25 December 2017) Total Cards Available 50</p> <p>View All</p> |  <p>Good Governance Day</p> <hr/> <p>(25 December 2017) Total Cards Available 5</p> <p>View All</p> |
|---|---|

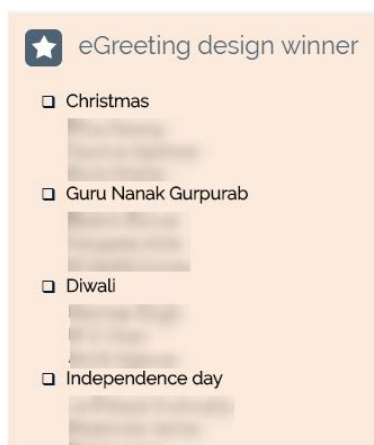
There are multiple ongoing contests which are hosted on eGreetings portal; the information regarding the same is also displayed under “Running Contest”.



The list of the winning entries, social media post, the subscribe option (enroll to receive updates and newsletters); all are displayed in the body of the portal.

Winners

The home page also displays the list of winners for the contest held by eGreetings . The top 3 winners along with the category are mentioned in the list. The middle pane displays the running contest on eGreetings portal. You can click on the image to proceed for participation and to know the information to participate.



Social Media Platform

We are also available on social media platform. You can always follow us on Twitter, Facebook and Google+. Also, the tweets are made visible for you next to the Running Contest tab. Just click on the social media icons to follow us. You can always find the update related to portal on these pages.


- Twitter- <https://twitter.com/EGreetingsIndia>
- Facebook- <https://www.facebook.com/egreetingsindia/>
- Google+- <https://plus.google.com/u/0/113537862558537174049>



Subscribe on eGreetings portal

There are many events, features which are present on the portal. The information regarding the same can be obtained by subscribing on our portal and accept to receive newsletters. We assure you to update you with all the latest happening on our portal.

At the bottom of the home page, please enter your email Id and click on subscribe to receive Newsletters from eGreetings.

 Keep up to date on the latest news.

Enter Your E-mail Id

Subscribe

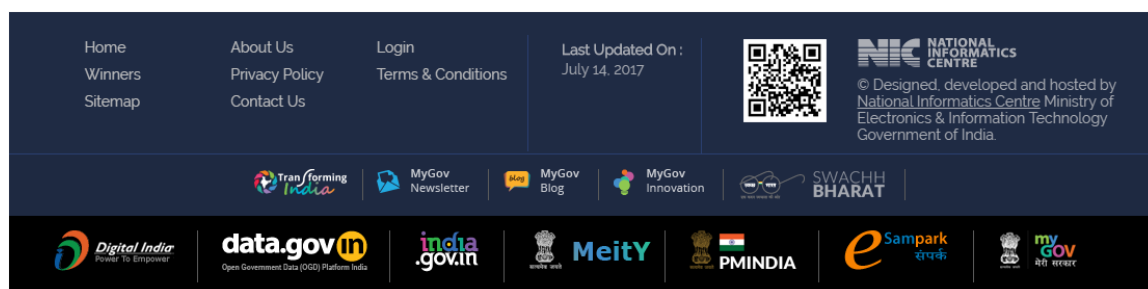
eGreetings Statistics

Bottom of the page displays the statistics of eGreetings portal which includes the total number of cards available, the number of categories present and also the total number of eGreetings sent till date.

| | | |
|-----------------------|-------------------|----------------------------|
| 801 Greeting Cards | 44+ Categories | 30717749+ Greeting Sent |
|-----------------------|-------------------|----------------------------|

The **bottom of the page** includes the terms and conditions to use eGreetings portal. It also has privacy policy which is to be read by the user. The contact us option helps the user to contact eGreetings support team for any query or feedback.

The bottom of the page also has the shortcuts to various websites of Government of India. Just click on the icon and you will be redirect to the concerned website.



The footer section contains navigation links (Home, Winners, Sitemap, About Us, Privacy Policy, Contact Us, Login, Terms & Conditions), a QR code, and a list of government initiatives and portals including Digital India, data.gov.in, .gov.in, MeitY, PMINDIA, Sampark, and myGov.

Please refer the links at the bottom of the page to redirect to the government websites.



<https://data.gov.in/>



<http://www.digitalindia.gov.in/>



<https://sampark.gov.in/Sampark/>



<https://www.india.gov.in/>



<http://meity.gov.in/>



<http://mygov.in/>



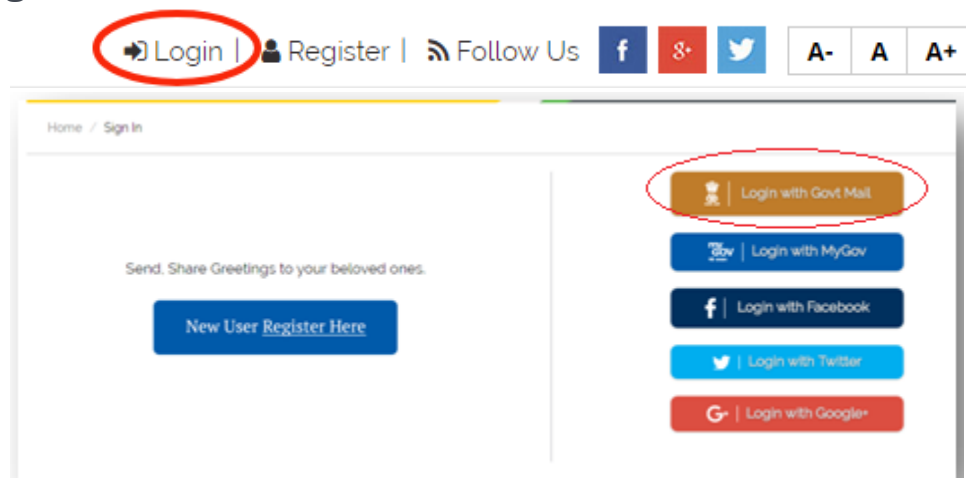
<http://pmindia.gov.in/>

1. How to start using the portal

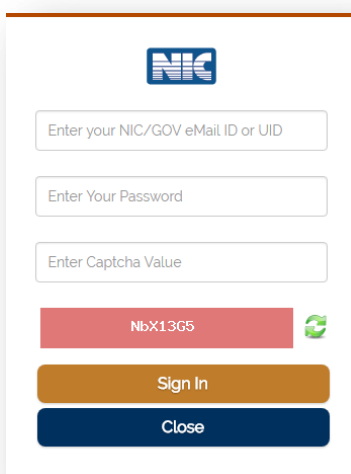
1.1 Login

User can login to the eGreetings portal using the multiple options available on the portal.

A. **Login using Government Credentials and follow the steps as given below.**



- i. Enter your NIC/Gov email ID or UID
- ii. Enter your password
- iii. Enter the Captcha value
- iv. Click on Sign In



The image shows a login form for the NIC (National Informatics Centre). It features the NIC logo at the top. Below the logo are three input fields: 'Enter your NIC/GOV eMail ID or UID', 'Enter Your Password', and 'Enter Captcha Value'. Below the captcha field is a red box containing the text 'NbX13G5' and a green refresh icon. At the bottom of the form are two buttons: a gold 'Sign In' button and a dark blue 'Close' button.

****If you are not registered to eGreetings portal you can do so by using the "New User Register" option available.**

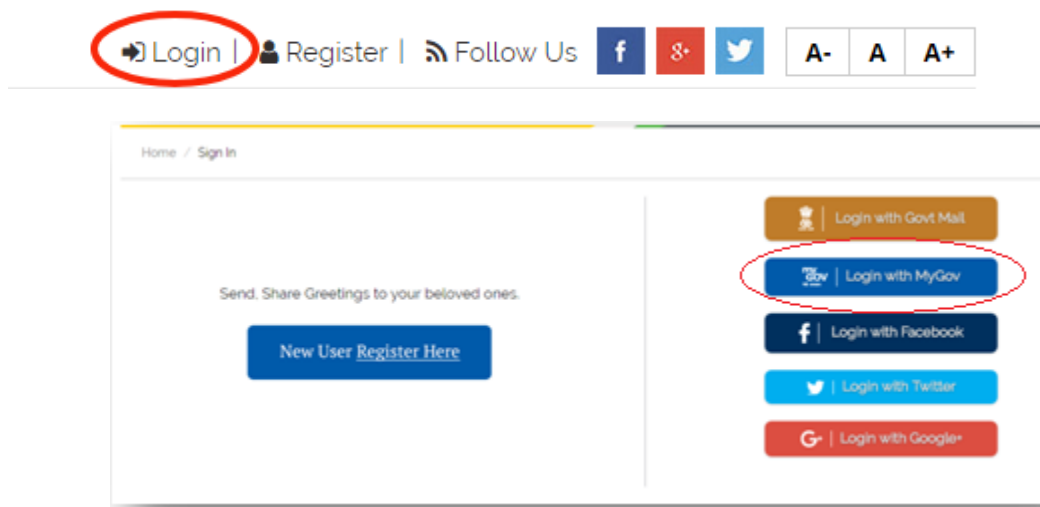
Messaging and SMS Division

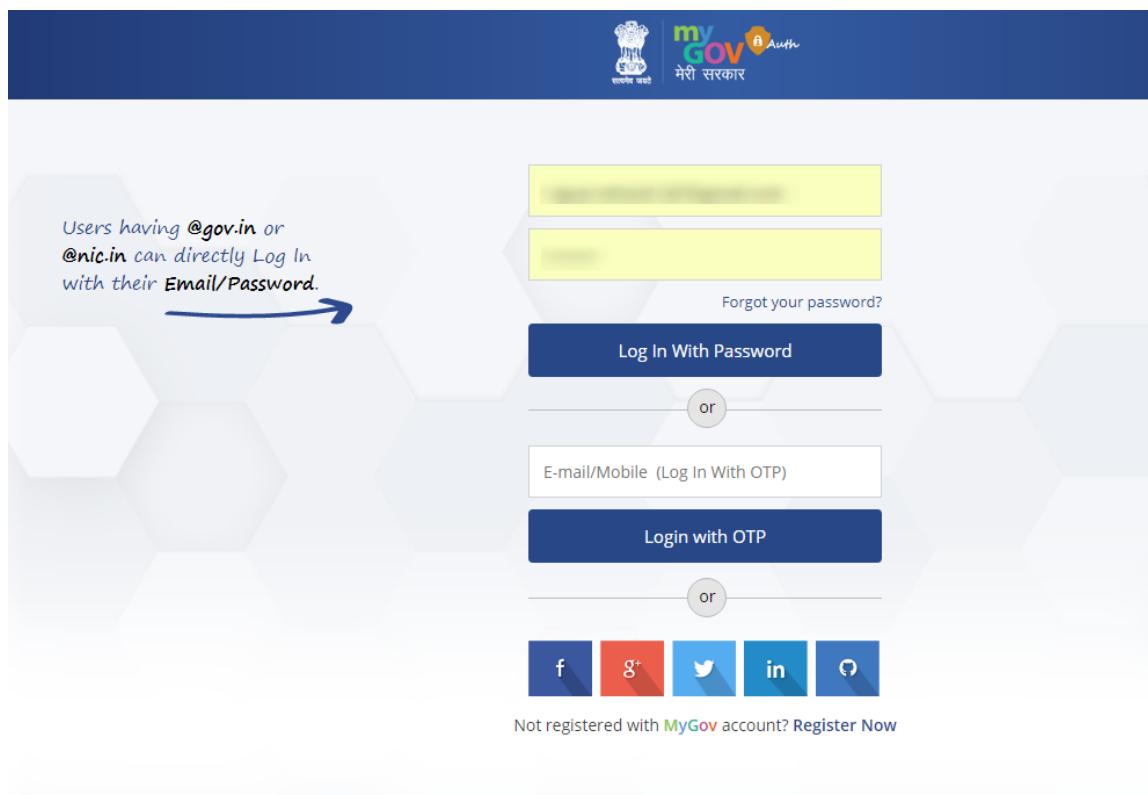
National Informatics Centre

Ministry of Electronics and Information Technology

B. Login/Register to MyGov Portal

Click on **New user register here**, you will be redirected to MyGov portal (<https://auth.mygov.in/>) where you will be prompted to fill various mandatory details. After you have filled the form successfully you will then become a MyGov registered user and can use the same login credentials to login to eGreetings portal by clicking on **“Login with MyGov”**.





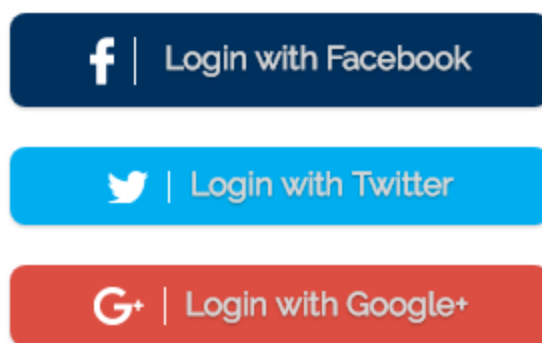
The image shows the MyGov login page. At the top, there is a header with the Government of India emblem and the text 'myGov मेरी सरकार'. Below the header, there are two yellow input fields for email and password. A blue arrow points from the text 'Users having @gov.in or @nic.in can directly Log In with their Email/Password.' to the password field. Below the input fields, there is a link 'Forgot your password?'. A blue button labeled 'Log In With Password' is followed by a horizontal line with a circle containing 'or'. Below this is a white input field for 'E-mail/Mobile (Log In With OTP)', followed by a blue button labeled 'Login with OTP'. Another horizontal line with a circle containing 'or' follows. At the bottom, there are five social media icons: Facebook, Google+, Twitter, LinkedIn, and a generic social media icon. Below these icons, there is a link 'Not registered with MyGov account? Register Now'.

1.2. Social Media Login

User can login with social media account of Facebook, Twitter and Google plus (+). Click on required social media account icon.

For Ex. - Logging in using Twitter account.

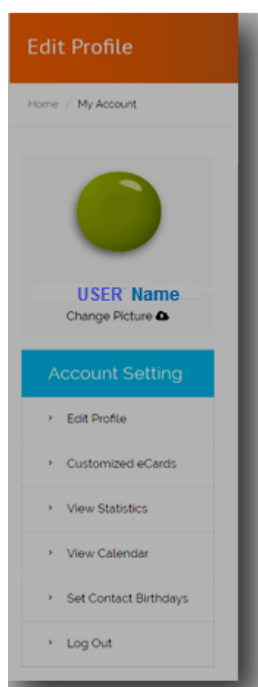
Fill login credentials of the Twitter account in the Email id/Password fields.



2. What can you see after login to the portal?

2.1 Manage My Account

After login in to the portal you will see a My Account option which is displayed on the top of the page. This helps you to save your profile information and make necessary changes when required.



In Account settings page you can make the following changes:

Edit Profile

- Change Display Picture
- Full Name
- Phone number
- Designation
- Gender
- Date of Birth


*Email address from which you have login remain unchanged

Customize eCards

- You can customize your saved cards (the one which you have saved for future use); you can share on social media, edit the card as required. A canvas will open where you can use the tools to edit your card and save it (For more information of canvas and tools please refer point 4.1). If you think you don't want to reuse the saved card you can delete it. Click on send button to send your eCard from here. A page will open which allows you to send a custom message, you can select a theme or font as per your choice. The portal also has slogans from various Ministries/Department and also from our Hon'ble Prime Minister. Add the sender and recipient detail and your card is ready to be sent.

Edit Profile

Home / My Account







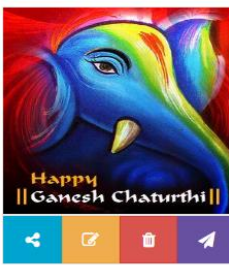

Change Picture

Account Setting

- Edit Profile
- Customized eCards
- View Statistics
- View Calendar
- Set Contact Birthdays
- Log Out

Customize Saved eCards








View Statistics

- This feature shows the count of total eGreetings which you have sent and the number of eGreetings which the user has viewed.
- The stats also show the eCard preview along with the recipient email address and the date time on which the card was sent.
- There is also a category wise count which displays the count of cards which are being sent for a particular category.

Edit Profile

[Home](#) / [My Account](#)



[Change Picture](#)

Account Setting







- [Edit Profile](#)
- [Customized eCards](#)
- [View Statistics](#)
- [View Calendar](#)
- [Set Contact Birthdays](#)
- [Log Out](#)

View Statistics

Total eGreetings Sent: 6

Total eGreetings Seen By Recipient: 1

Recent Activity


| S.No. | eCard Preview | Recipient Email | Date |
|-------|---|-----------------|--------------------|
| 1 |  | ...@gmail.com | 27 Sep.17 01:26 pm |
| 2 |  | ...@nic.in | 23 Aug.17 12:48 pm |
| 3 |  | ...@gmail.com | 23 Aug.17 12:48 pm |
| 4 |  | ...@gmail.com | 23 Aug.17 12:32 pm |
| 5 |  | ...@nic.in | 08 Aug.17 12:55 pm |
| 6 |  | ...@nic.in | 08 Aug.17 12:55 pm |


Category Wise Count

| S.No. | Event Category | Total Count |
|-------|------------------|-------------|
| 1 | Ambedkar Jayanti | 1 |
| 2 | Christmas | 2 |

View Calendar

- The calendar displays the events which occur in the particular month.
- It also allows you to add event. Click on a particular date>> a pop window will open. Fill the details as prompted.
 - + Title
 - + Description
 - + Category
 - + Event start date and time, event end date and time.
 - + If you want to highlight the event color you can do so to make it different unique from other events.
 - + Click on Save
 - + You can also customize your card. Click on customize card and proceed to customize.
 - + On the calendar you can also click on the event saved, which will show a pop up to edit, delete the event. If you don't want to edit any field you can click on close.
 - + You can view the calendar month wise, week wise or day wise.



Change Picture 

Account Setting

- > Edit Profile
- > Customized eCards
- > View Statistics
- > View Calendar
- > Set Contact Birthdays
- > Log Out

View Calendar

< >

month
week
day

December 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|--|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| bday | Christmas Good Governance Day | | | | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

View Calendar

Add Event

Title:

Event Title

Description:

Event Description

Category:

General

Start Date(YYYY-MM-DD):

2017-11-09

Start Time:

12:41

End Date(YYYY-MM-DD)

End Time:

HH:MM

Event Color:

Save

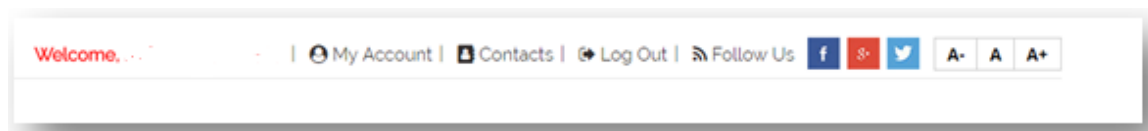
Set Contact Birthdays

- You can set contact birthdays and view the contacts on this page. Select the contact from the contact list and click on Set Cards.
- You will be redirected to birthday category page.
- You can then select a card for sharing or sending. If you wish to customize it, click on edit, which will redirect you to the tools page. Here you can apply the changes as required. For details about the **editor page** please refer point number **4.1**.
- An email reminder will be sent to you when you save any even in your calendar.

2.2 Manage Contacts

eGreetings gives the provision to make your own contact book. Now if you are thinking you have a long list of contacts which are to be uploaded, how will I upload all at once?

Answer to your question is **Go to >>Contacts** on the top of the home page of the portal. Click on **“Bulk Upload”** to upload your file. Read the instructions carefully before uploading the file.



As per the instructions:

1. The file should be a text File (.txt) or a CSV (.csv) file, both type of formats can be uploaded.
2. The text file and CSV file must contain a heading like name,email,dob (in any sequence) with no spaces after or before a comma.
3. The date of birth (DOB) column must be in the format DD-MM-YYYY (for example 26-01-1950), in both .txt and .csv file format.
4. The maximum file size should be 4 MB and should not exceed the same.
 - There are sample files available to upload the data in bulk. Please follow the same.

****After following these steps your file will be uploaded successfully.**

You can also add contacts manually by entering the details in the tabs given (Full name, email address, enter your date of birth).

These contacts will be displayed in the table below. You can also delete the contact by checking the check box and clicking Delete button given at the bottom of the page.


eGreetings can be sent to these contacts anytime. Just click on the card you want to send. Then after customizing, you will reach a step to add sender detail. There are 3 options given to add recipient:

- i. Add recipient manually
- ii. Pick from address book
- iii. Upload CSV

Manage Contact Book

Home / Manage Contact Book

Manage Your Contact Book

 **Bulk Upload**
[\(READ INSTRUCTIONS \)](#)

Full Name

E-Mail Address

Enter Your DOB

Add Contact

Show entries
 Search:

| S.No | Contact Name | Contact E-Mail | Contact DOB | Contact Type | |
|------|--------------|----------------|-------------|--------------|--|
| 1 | | @nic.in | | | |
| 2 | | @gmail.com | | | |
| 3 | | @gmail.com | | | |

Showing 1 to 3 of 3 entries

Previous
1
Next


Delete

A. Edit Existing Contact from the table

- You have the provision to add any contact from the table. If you think to update any detail of the contact added previously, you can click on the particular contact inside the table, a cursor will appear which shows the field is editable and you can proceed with the changes.

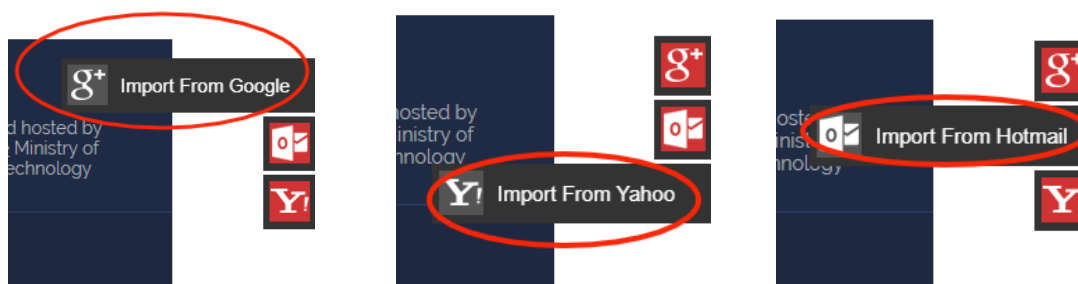
Show 10 entries Search:

These are editable fields, click on any heading to update

| S.No | Contact Name | Contact E-Mail | Contact DOB | Contact Type |
|------|--------------|--|-------------|---|
| 1 | egreetings | egreetings@nic.in | 12-aug-2018 |  <input checked="" type="checkbox"/> |

B. Import contacts from Google, hotmail and Yahoo

The portal gives you a provision to import contacts from Google, Yahoo and Hotmail. If you have an account on any of the above mentioned email service providers and you wish to import the same contact book to eGreetings portal, **Go to>>Contacts>>Manage Your Contact Book>>The bottom right of the page shows icon for Google, Yahoo and hotmail.** Click on any one icon to sign in to your account and import contacts from the contact book.



3. Various Categories of cards to explore

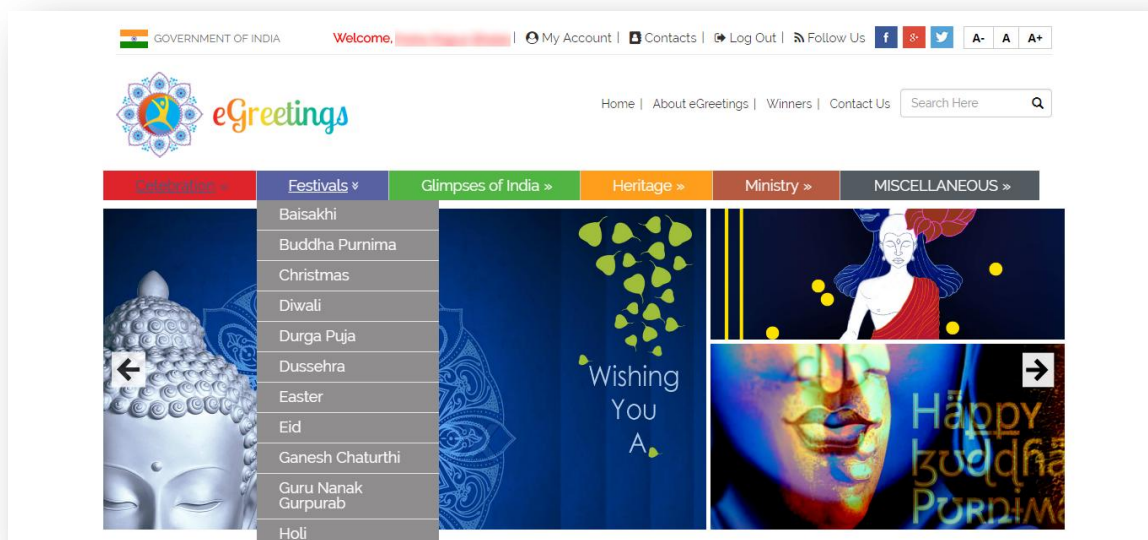
eGreetings has a variety of categories like Celebrations/festivals/Glimpse of India/Heritage/Ministries/Miscellaneous(birthday, anniversary etc.)

All these categories have various cards which are designed by citizens like you.

eGreetings with collaboration with MyGov organizes various contest for different categories, which are updated on the website and on social media page of eGreetings.

There are certain rules which are to be followed to participate in these contests, and only after you fulfill the rules you will be able to submit your entries.

The cards which are uploaded on the website are the entries which are designed by the citizen themselves.



3.1 How to customize a eCard?

- Login to the portal using your credentials.
- Select a card from the category.
- Click on the card to proceed with the customization of the card.
- The card you have selected will be shown on the left hand panel of the page with a thumbnail image.
- The first step allows you to select a message from the drop down which is predefined, you have also been given an option to write a custom message on your card. There is no barrier on the type of language as you can now write a message on your card as per your language preference. Click on "Type in other languages" and proceed.
- The card can be customized by applying a theme which will make it more personalized. Select a theme from the drop down which is

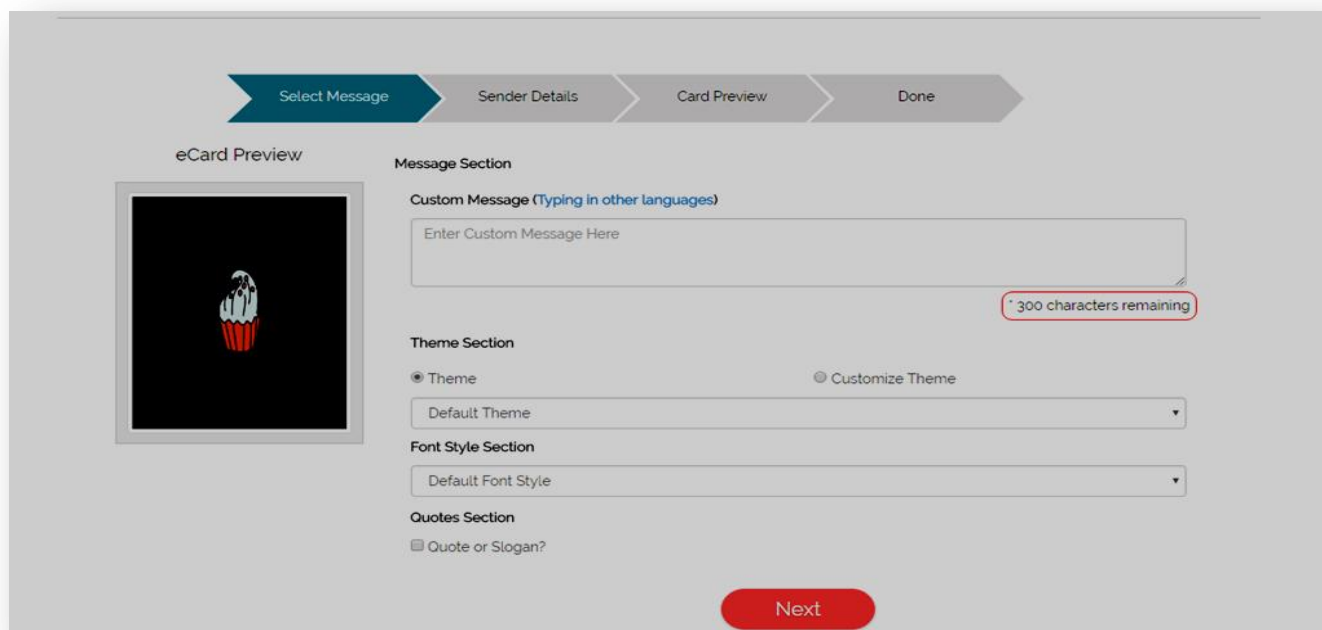
predefined or you can also create your own theme. Pick a background color from the color palette and the text color which you want should appear on the card.

g. Now, pick a font style from the drop down. There are 5 different type of font style given with a default font style. Choose any one from it and proceed.

h. There is an Add music option available. You can add music to your card as per the categories. These are some predefined music which is provided. Choose accordingly as per the choice and proceed further with the final step of customization.

i. Add quotes to your card from Hon'ble Prime Minister of India of slogans from various Ministries.

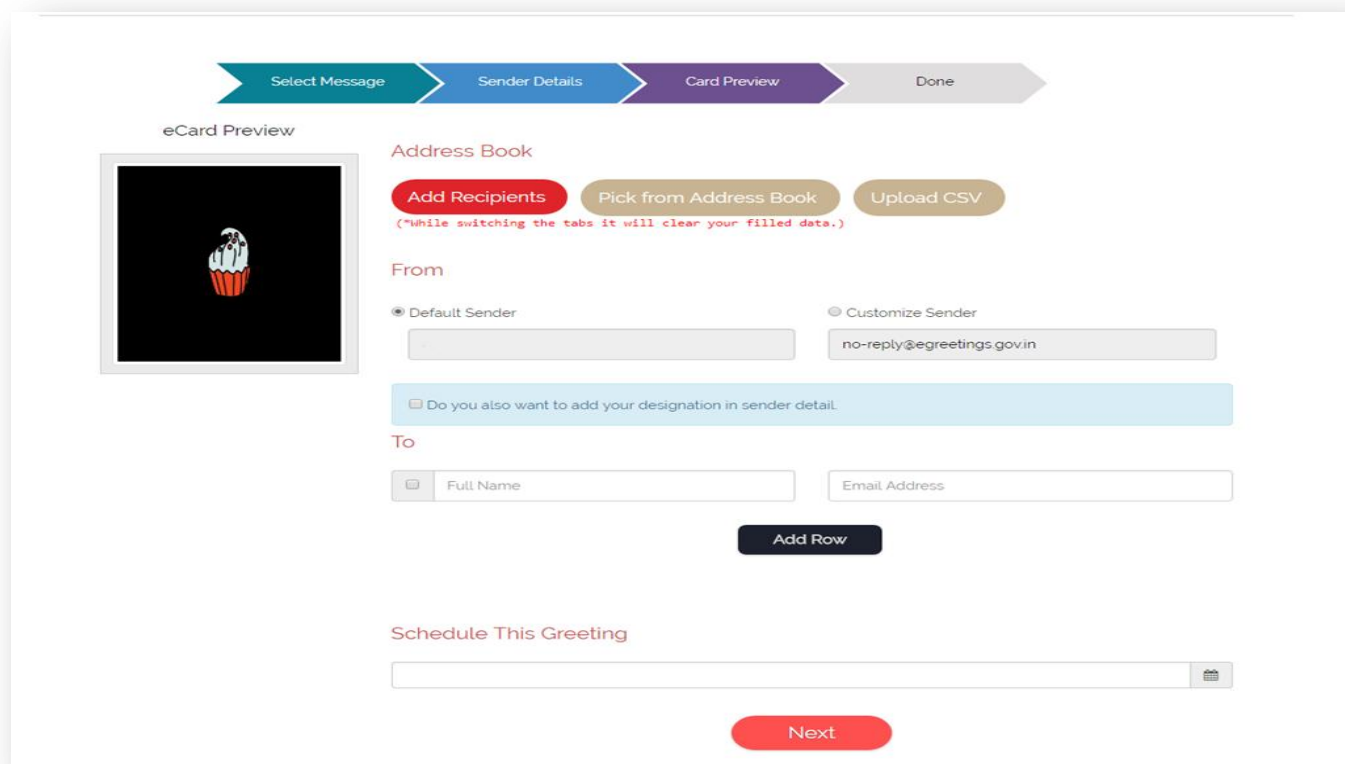
j. You have reached the end of customizing your card. Now, click on "NEXT" button to proceed further.



The screenshot shows the 'eCard Preview' interface. At the top, there is a progress bar with four steps: 'Select Message' (highlighted in blue), 'Sender Details', 'Card Preview', and 'Done'. Below the progress bar, on the left, is a preview window labeled 'eCard Preview' showing a card with a black background and a small illustration of a person. To the right of the preview, there are several sections for customization:

- Message Section:** A text input field labeled 'Custom Message (Typing in other languages)' with the placeholder 'Enter Custom Message Here'. A red box at the bottom right of the field indicates '300 characters remaining'.
- Theme Section:** Two radio buttons: 'Theme' (selected) and 'Customize Theme'. Below them is a dropdown menu labeled 'Default Theme'.
- Font Style Section:** A dropdown menu labeled 'Default Font Style'.
- Quotes Section:** A checkbox labeled 'Quote or Slogan?'.

At the bottom center, there is a red button labeled 'Next'.



3.2 Add Sender Details

- You have 3 options to add sender details. You can add the full name and email address in the text box given by selecting add recipients. Here, if you select the default sender, name and email address will be automatically added, however, if you select customize sender then you can change the sender name accordingly.
- You will be prompted to make a selection whether you want to add your designation while sending a card, check the box and your designation will be displayed in the card.
- You can also add multiple lists of names and email addresses to which you can send a card. Just click on add row and enter the details as prompted.
- If you think you want to send your card later, there is an option to schedule your card as per your requirement.
- Click on “NEXT” to proceed to next step.

3.3 Preview and Send

- a. Please preview the changes made by you. At this step, you can change the theme and font style if you think the earlier one is not matching your requirement. Choose the theme either from the default list or customize it as per the color code.
- b. Click on “Change” to see the changes made.
- c. Your card will be displayed in the centre and the message will be shown at the bottom of the card.
- d. At this step, if you think any further changes are required to you click on “MODIFY” to edit your card.
- e. If the card is ready to be sent, you will have to accept the terms and conditions to proceed. Please check the check box to proceed and click on “SEND” button to send your card. A confirmation message will appear on the screen. If you wish to send another card please click on “SEND ANOTHER CARD”.
- f. At any moment here if you feel you do not want to send the card, click on “DISCARD” button to get back to the home page.

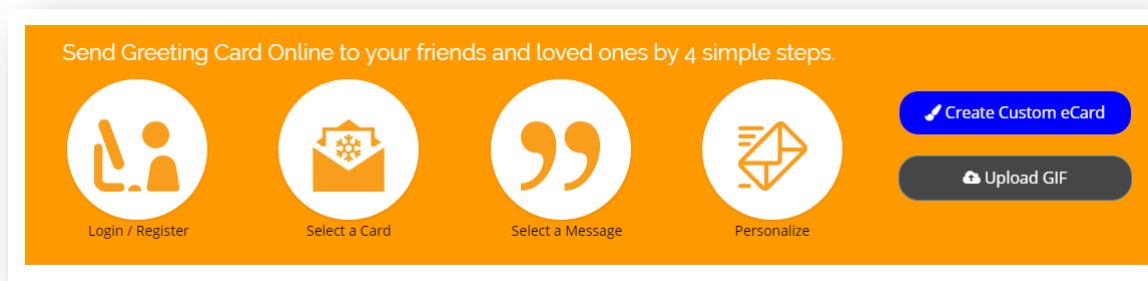
4. Create a Custom eCard

Ideally there are 4 simple steps you can customize your eCard.

- i. Login/Register
- ii. Select a card
- iii. Select a message
- iv. Personalize

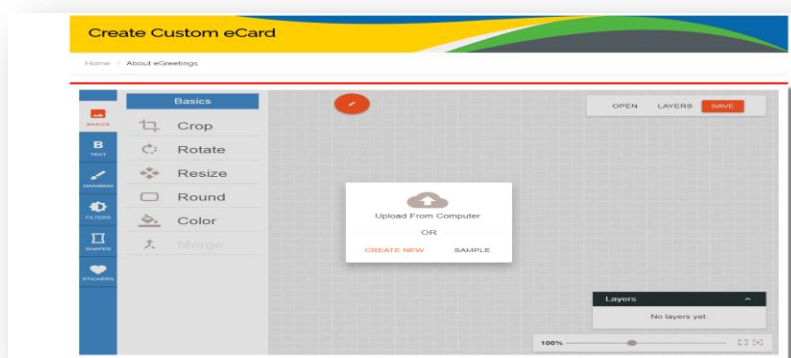
To know more about the customization of card please click on “CUSTOMIZE CARD”

You will be redirected to a page which displays an editor.



4.1 Tools in the Editor

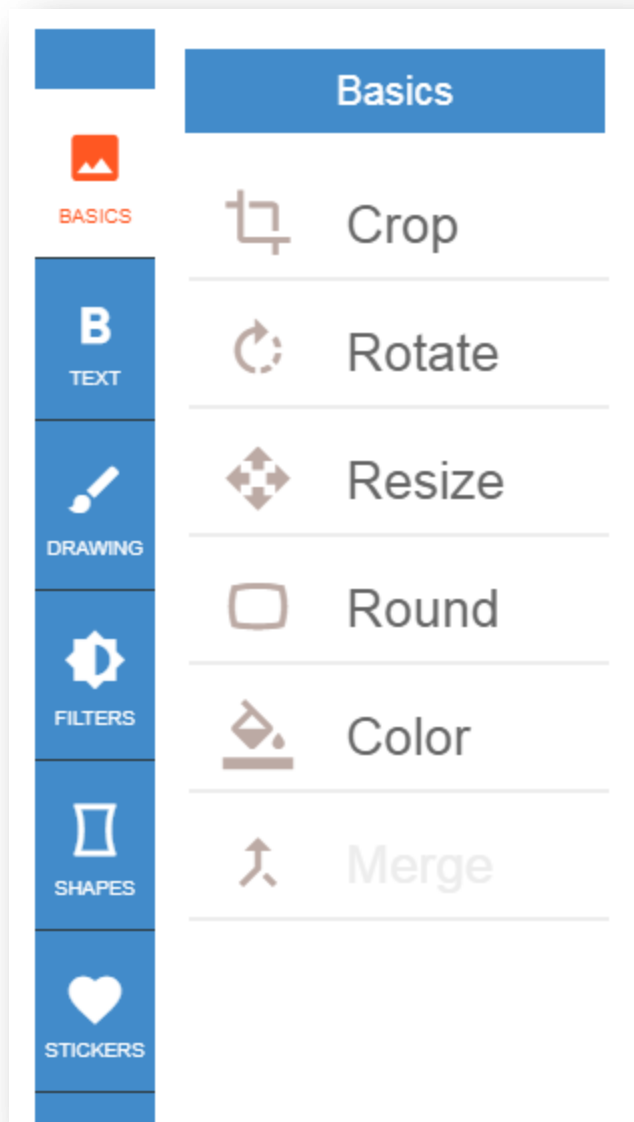
a. Firstly, open any image which you want to edit using the editor or create a new canvas to make your own image.



A new layer will be created in the same manner as it is created in Photoshop. (A layer is the term used to describe the different levels at which you can place an object or image file. In the program you can stack, merge or define layers when creating a digital image).

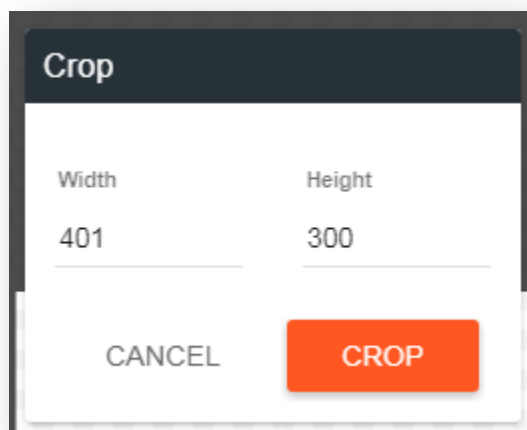
- ❖ If a layer is created which is not required in further steps you can click on the “eye” button and disable the layer or if you think it is not required at all you can delete the layer.
- ❖ You can also unlock any layer by clicking on the lock button. This layer will not become editable.

b. Use the tools given the right hand side panel.



c. Functions of Tools:-

- i. **Basics-** This tool allows you to crop, rotate, resize, Round and color (background color) the image.
 - a) **Crop Tool-** Click on Crop tool and adjust the width and height accordingly, which you wish to crop or just stretch the border of the image area to crop the image accordingly.



- b) **Rotate Tool-** You can easily rotate your image clockwise and anti clockwise using this tool. You can also adjust the angle by increasing or decreasing the size. Your image will rotate as per the saved request. Click on apply to look for the changes.
- c) **Resize-** If you want to resize your image this tool will help you doing so, as you provide us with the width and height of the image. You can also use percentage value or maintain the aspect ratio (i.e. the ratio of the width to the height of an image or screen) and click on resize to save your settings.
- d) **Round-** By using this tool you can give a curve effect to your image. You can just increase or decrease the radius value as per your selection and click on apply to save your changes.
- e) **Color-** This tool allows you to give a background color to your image. You can select any color from the color palette or enter the color code of the color if you want to add a specific color. Click on apply to view the changes effectively.
- f) **Merge-** If you want to merge 2 images, click on open shown on the right hand corner of the page. Edit the image if required and the click in “MERGE” to proceed.
- ii. **Text-** This tool allows you to pick a font of your choice which you want your text should look like. Select a category from the drop down and the respective font will be displayed below. You also have the provision to search a font *if you know the name of the*

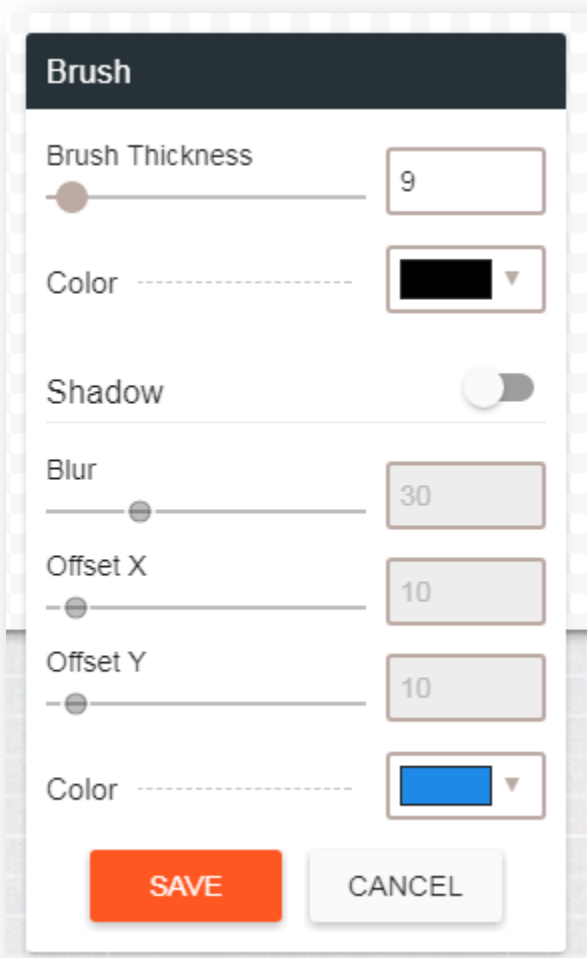
font. Just write the name of the font and press enter. Your result will be displayed.



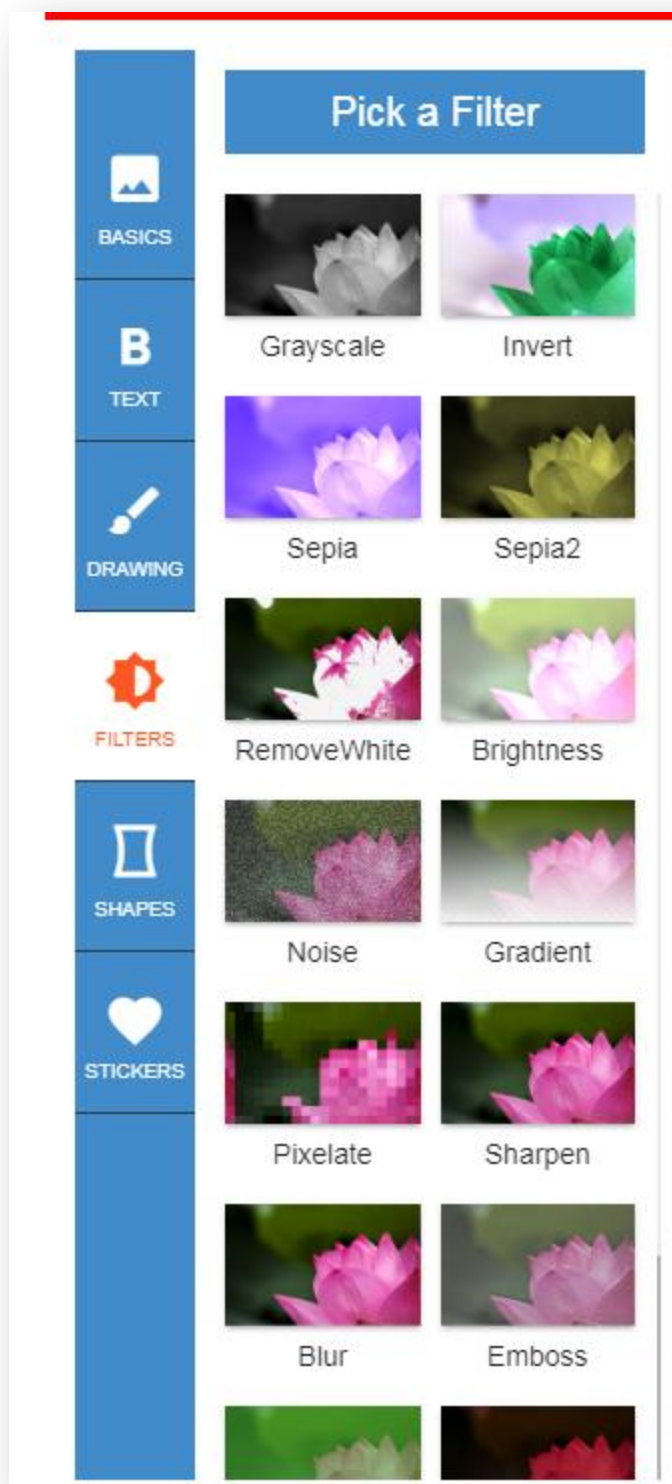
- iii. **Drawing-** Click on this option to draw a piece of art on the canvas on your own. This tool allows you to set the brush type, thickness, color of the brush.

You can also use the blur effect to the brush tool which will be seen at the shadow of the image. The effect on X and Y axis can be adjusted accordingly as per the choice.

Choose a brush color and use the customized options after saving your settings. Start drawing on the canvas or the image which you have uploaded.



- iv. **Filters-** This tool allows you to change the effect of the image to gradient, sepia, noise, remove white and many more. Use this tool to add special color effects to the image.



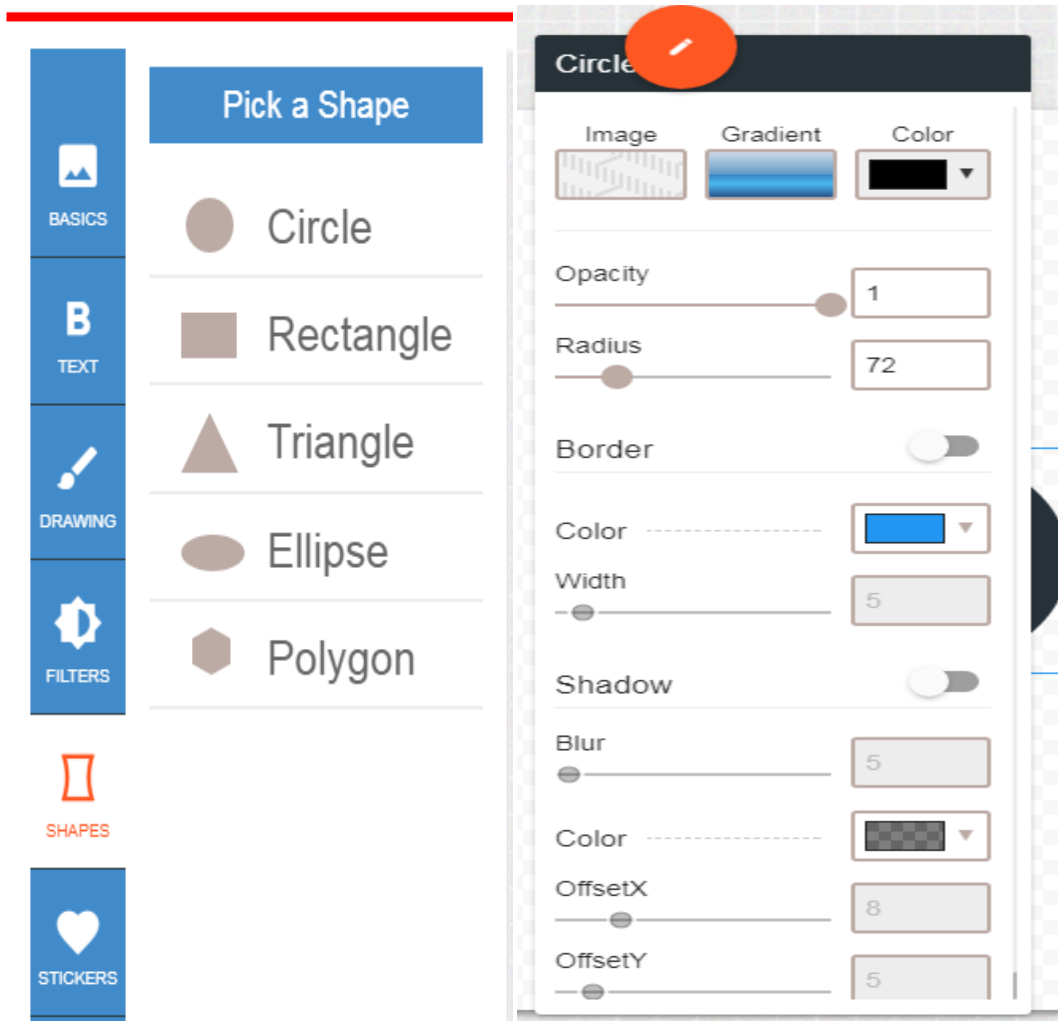
- v. **Shapes-** You can pick any shape of your choice and insert the same on the canvas. There are various shapes like circle, rectangle, triangle, ellipse and polygon.

These shapes can be customized more. You can select a gradient effect to change the color of the shape. There are options which allow you to choose the type of gradient effect you wish to be implemented in the image.

Adjust the opacity and radius of the effect chosen.

- Border-** If you want to give a border to the image, enable the button and choose the width and color of the border.
- Shadow-** A shadow effect can also be given to the image and you can adjust the blur settings of the shadow.

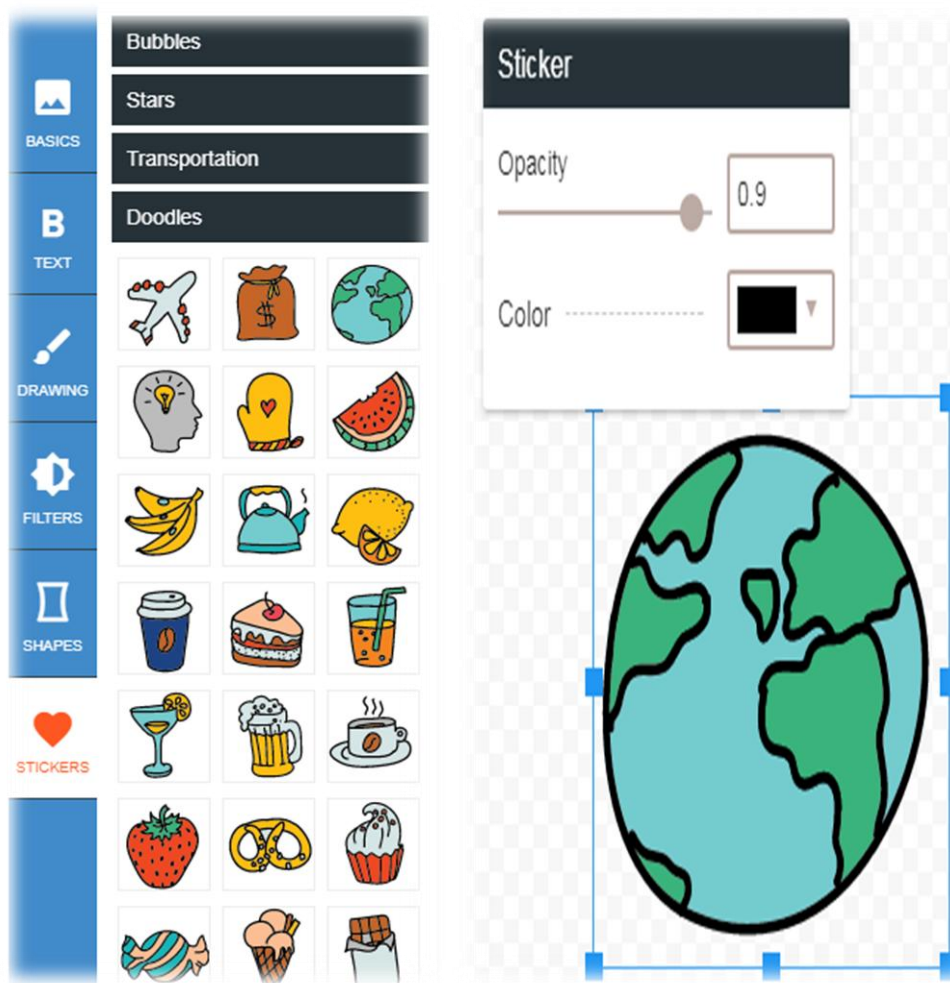
The color of the shadow can be changed as per the requirement which can be adjusted on the x and y axis of the image



- vi. **Sticker-** You can insert a sticker to the canvas or image uploaded. Just choose the type of sticker from the categories defined (i.e. Bubbles, Stars, transportation, Doodles, landmark, beach, animals and clouds)

Double click on the sticker and it will be placed on the canvas. You can then reposition or resize the same. Just click on the corners of the sticker to resize it or click anywhere on the sticker and drag it to a different position.

The opacity and color of the sticker can be changed. Select the color from the drop down from the tool window opened and choose the color.



****Click on **SAVE** to implement any changed you have applied on your image. Your saved card can be viewed later. Click on **My****

Account>> Account settings>>Customize eCard>>List of saved cards appear. You can share, edit, delete or send the saved eCard from here also. You will now be prompted to proceed further.

4.2 Send an eCard after customizing

You will now be redirected to a page will prompt you to provide a custom message.

➤ *Customize card*

- a. **Custom Message-** It can be written in different languages. Just click on “Typing in other languages” and proceed. You will be redirected to a Google tool which will help you to type in various languages. By default the language is set to English you can continue with the same.
- b. **eCard preview-** The thumbnail shows the display picture of the card which you have chosen to send. Click on the image to view a magnified image.
- c. **Theme-** Choose a color theme for the card. The preview of the same will be displayed before sending the final card.
We have given few default themes which you can choose and proceed. If you wish to customize your theme, click on the customize theme option. It will prompt you to pick a background color and text color. Choose a color or enter the color code if you know the code and proceed to the next step.
- d. **Font Style selection-** Choose a font from the drop down. The preview of the selection will be shown in the next step.
- e. **Quote Selection-** We have few quotes from few Ministries and also quotes from Honorable Prime Minister which can be added to the card. You can select any of them and proceed further.
- f. **Add music/Audio Selection-** Browse the music which is present on the portal by clicking on the drop down. We have different audio files for different categories.

➤ *Address Book*

The portal will ask you to add **from** address (sender) and **to** address (recipient).

You have an option to select the sender type, you can either click on default sender which will freeze the tabs and the default entries will the user name and email id will be no-reply@egreetings.gov.in. But when you click on customize sender, you can change the user name as per your requirement and the email id will be your login id from which you have login to the portal. You can also add designation in the sender detail. Click to enable this function. This sender detail is the one which you have added while creating your profile on eGreetings portal. You can anytime edit your profile information by going to **My Account>>Edit Profile>>Edit details as required and click on update profile to view the changes.**

Enter the “**to**” details- Enter the full name of the recipient and the email address of the recipient. If there are multiple recipients you can **add rows** and the corresponding details in the same. Before proceeding, click on the check box to select the recipient.

- **Schedule this Greeting**

You can schedule this card. If you think your event is on some other day, just pick a date from the calendar and click **NEXT**.

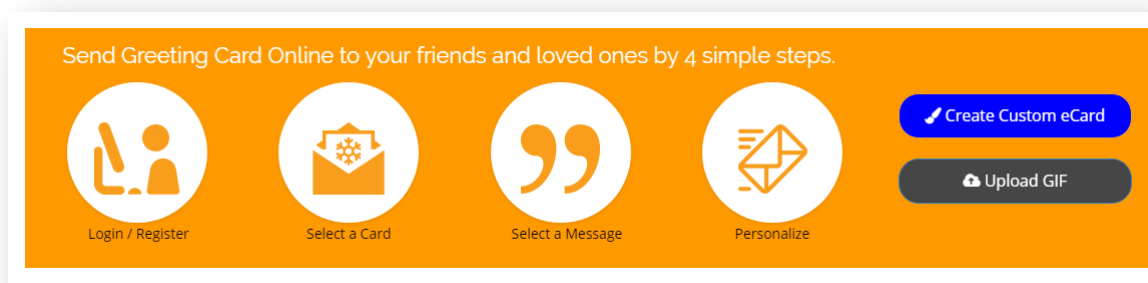
- *Preview and Send*

This page displays the options you have selected while customizing your card. You still have the option to change the settings of theme and font color at this point. The bottom of the card displays **to** and **from** details with the message content.

- If you think your card is ready to be sent, please accept the terms and conditions by clicking the check box.
- You can now perform three actions: **Send, Modify and Discard**. At this point if you think you have to send your card without modifications, click on **Send** button, or select **Modify** to make changes or discard to **abort** the actions performed.

4.3 Upload a GIF

On the home page just below create custom eCard, is an option to **upload GIF**. Click on the option, it will prompt you to select a GIF file you wish to upload. The file size of GIF should not exceed more than 2MB.



➤ *Customize card*

- Custom Message-** It can be written in different languages. Just click on “Typing in other languages” and proceed. You will be redirected to a Google tool which will help you to type in various languages. By default the language is set to English you can continue with the same.
- eCard preview-** The thumbnail shows the display picture of the card which you have chosen to send. Click on the image to view a magnified image.
- Theme-** Choose a color theme for the card. The preview of the same will be displayed before sending the final card.
We have given few default themes which you can choose and proceed. If you wish to customize your theme, click on the customize theme option. It will prompt you to pick a background color and text color. Choose a color or enter the color code if you know the code and proceed to the next step.
- Font Style selection-** Choose a font from the drop down. The preview of the selection will be shown in the next step.

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- **Schedule this Greeting**

You can schedule this card. If you think your event is on some other day, just pick a date from the calendar and click **NEXT**.

➤ *Preview and Send*

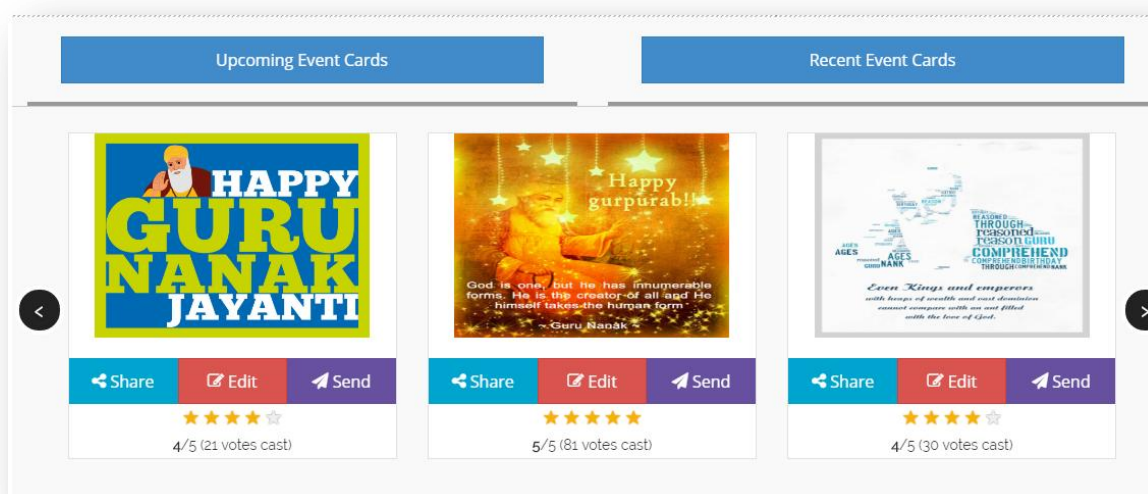
This page displays the options you have selected while customizing your card. You still have the option to change the settings of theme and font color at this point. The bottom of the card displays **to** and **from** details with the message content.

- If you think your card is ready to be sent, please accept the terms and conditions by clicking the check box.

- You can now perform three actions: **Send, Modify and Discard**. At this point if you think you have to send your card without modifications, click on **Send** button, or select **Modify** to make changes or discard to **abort** the actions performed.

5. Where to look for an Upcoming event, Recent Event and Festive Calendar?

If you don't want to miss any upcoming event/festival or recent event which has occurred you can always scroll down on the home page and the cards for upcoming festivals/events and recent events can be seen.



- Click on any card you wish to send to your loved ones.
- You can share the card on social media platform namely Facebook, Twitter and Google+ by clicking the option **share** on the card.
- If you want to edit the card and personalize it as per your requirement by any effect using tools, adding theme, font color, quotes and adding **to** and **from address** of the recipient and sender, you can click on edit option and proceed with the steps as mentioned earlier. Refer point no. 3.1, 3.2 and 3.3 for the steps to customize a card.
- You can also cast your vote for any card by clicking the stars and rate them out of 5. The total votes casted for a card is also displayed.
- Festive Calendar allows you to view all the festivals and events listed for a particular month with the date. It also displays the total number of cards present under a particular category. You can click on “View All” to

scroll to all the cards available under that category. Select a **card>>customize it>>send**

6. Contact us

We have given the overview of the portal which will help you to proceed and enjoy our services. If you still feel you are stuck and require more help, please contact us at:

National Informatics Centre, A-Block, CGO Complex, Lodhi Road

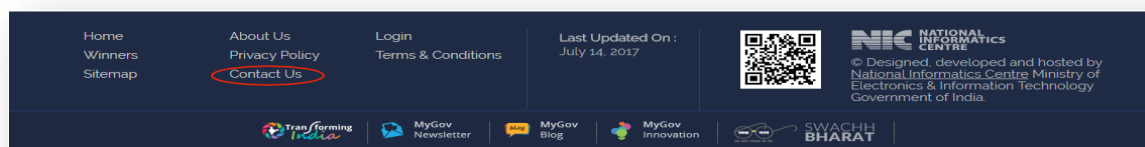
Ministry of Electronics & Information Technology

New Delhi - 110 003 India

Email: egreetings[at]gov[dot]in

Phone No – 1800-111-555

You can also leave a feedback by filling the contact us page. Click contact us at the bottom of the page. Your feedbacks are always welcomed and are valuable to us.




Leave Us a Reply

Full Name

Email Id

Subject

comments

Enter Captcha v0tRc28 

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