

Custom Print Template User Guide

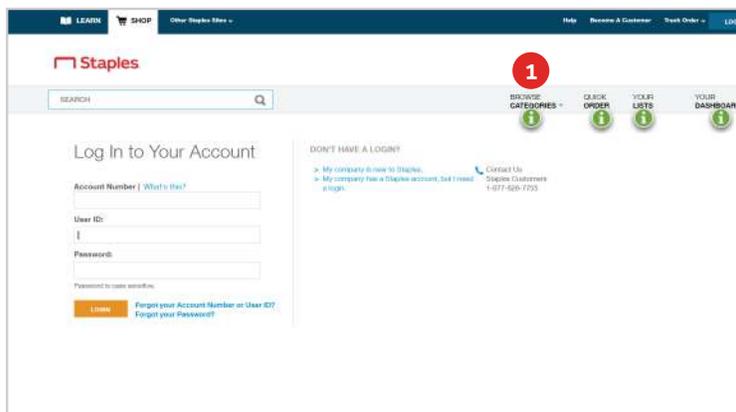
Ordering at a glance



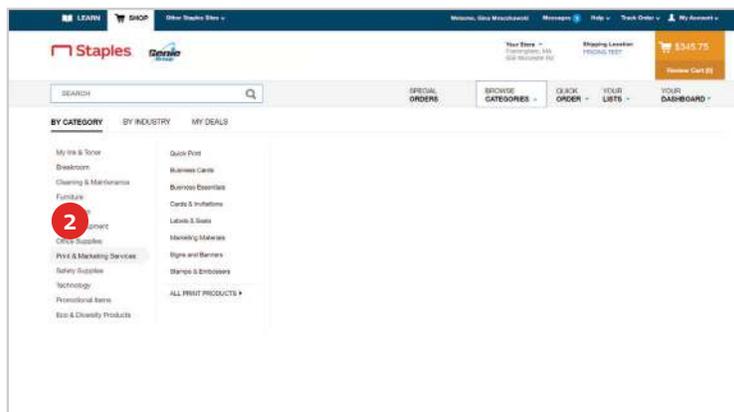
Getting started

Our home page is divided into sections to make ordering your print products easy. This guide explains how to order products from a list of customizable templates, including:

- Business Cards
- Business Essentials
- Cards & Invitations
- Checks & Forms
- Marketing Materials
- Signs & Banners
- Stamps & Embossers

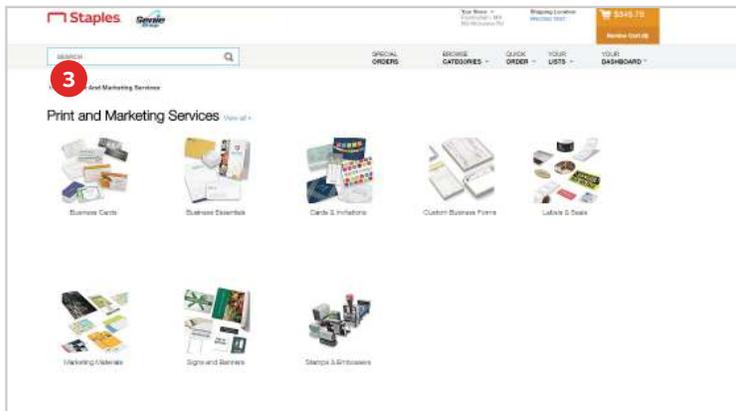


1 From the home page, click **Browse Categories** in the top navigation.



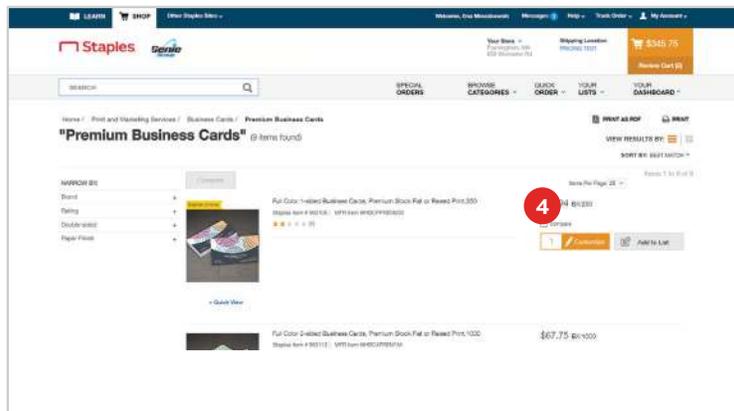
2 Hold your mouse over **Print & Marketing Services** in the By Category menu and select **All Print Products**.

Choosing your print items



3 Choose from these options to select your template:

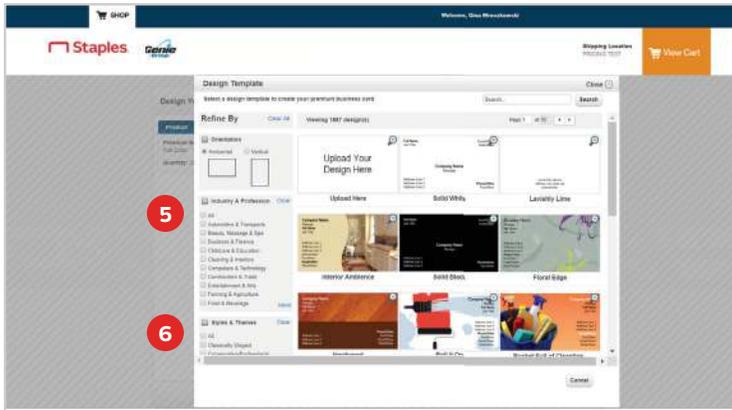
- Business Cards
- Business Essentials
- Cards & Invitations
- Checks & Forms
- Marketing Materials
- Signs & Banners
- Stamps & Embossers



4 To customize business cards, envelopes, letterhead and forms, select product, browse through the product selection and click **Customize**. Each SKU is a different pack size and/or quantity. You can use filters to help narrow down product selection by size, pack quantity, etc.

If you're ordering stamps, skip to page 4.

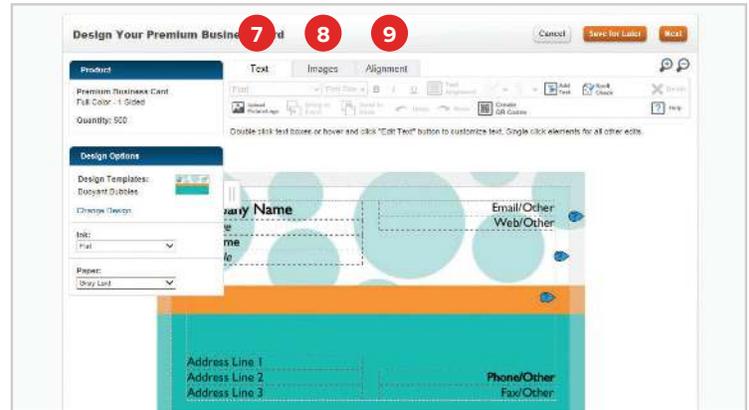
Selecting a design template and customizing your product



5 6 Use the Industry & Profession or Style & Themes search filters to filter design templates.

- Use the Search Box at the top to search by keywords
- Use the Orientation selections to choose horizontal versus vertical designs

Click on **Design Template** image to select and begin customizing. **You can also upload your own artwork.**



Double click the text boxes to begin customizing your product.

- 7 Use the tools within the **Text** tab to adjust font types, font sizes and font colors for each text box.
- 8 Use the tools within the **Images** tab to insert shapes, lines, stock logos or a picture/logo from your desktop.
- 9 Use the tools within the **Alignment** tab to align text and images within your design.

Click the **Change Design** link on the left to select an alternate Design Template.

Selecting your ink and paper



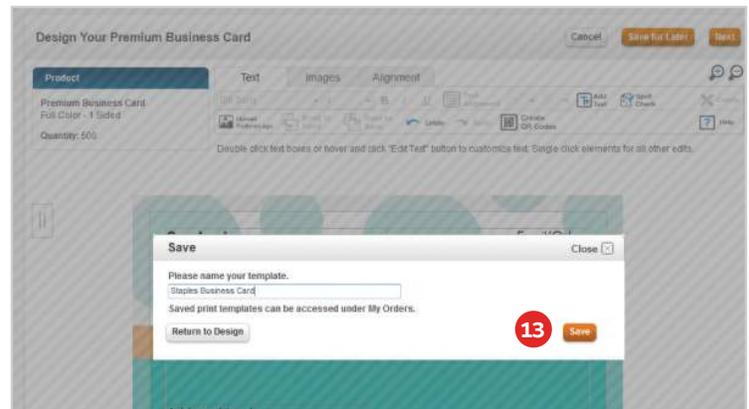
10 Select your ink and paper preferences from the drop-downs on the left (options available are dependent upon product selected).

At this point you can either:

11 Click the **Save for Later** button to save the selected template

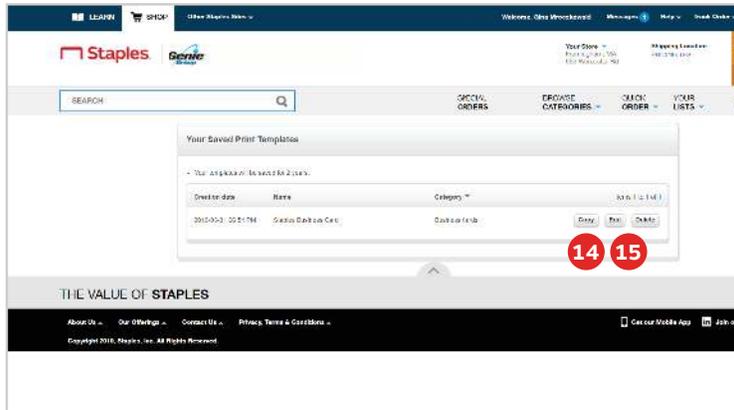
OR

12 Click the **Next** button to begin proofing.



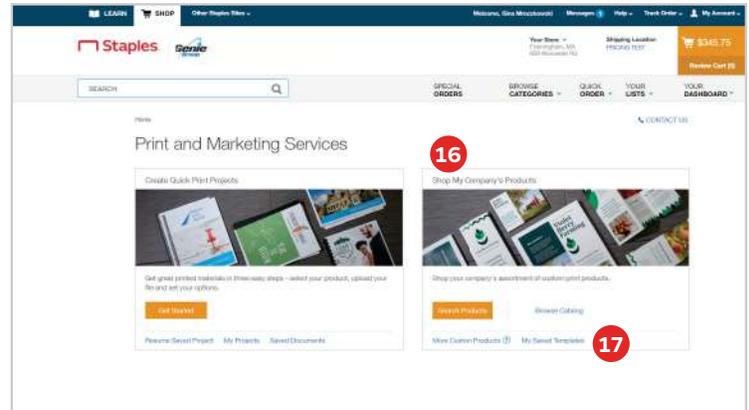
13 If you'd like to **Save for Later**, enter a template name for the product and click **Save**. You can access and reorder the template at any time.

Proofing your product/accessing saved templates



- 14 Click **Copy** to create a copy of a previously saved template.
- 15 Click **Edit** to update information on a previously saved template. Follow the prompts to add a saved template to cart.

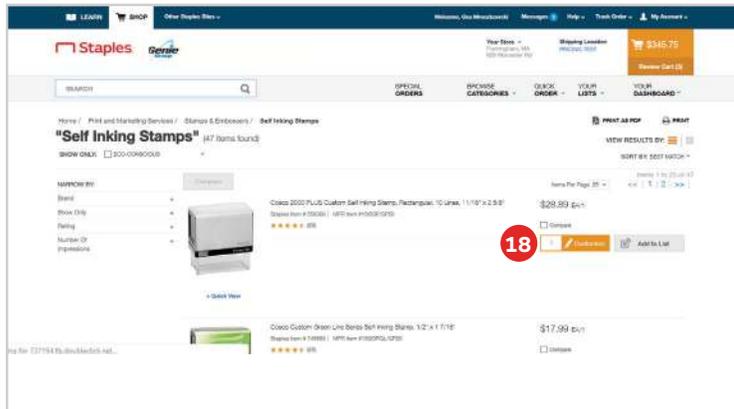
Follow the prompts to add a saved template to cart and **proceed to checkout**.



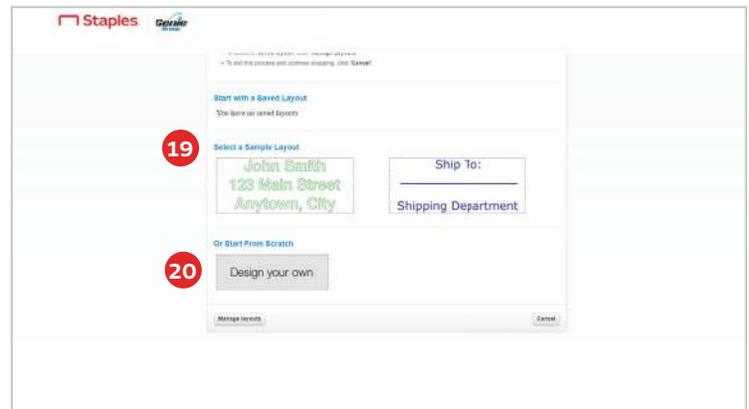
Using a saved template saves time and promotes consistency. To access one of your saved templates:

- 16 Locate the **Shop My Company's Products** section of the Print & Marketing Services home page.
- 17 Click **My Saved Templates** and find the one you want.

Customizing self-inking stamps, custom stamps and ink pads



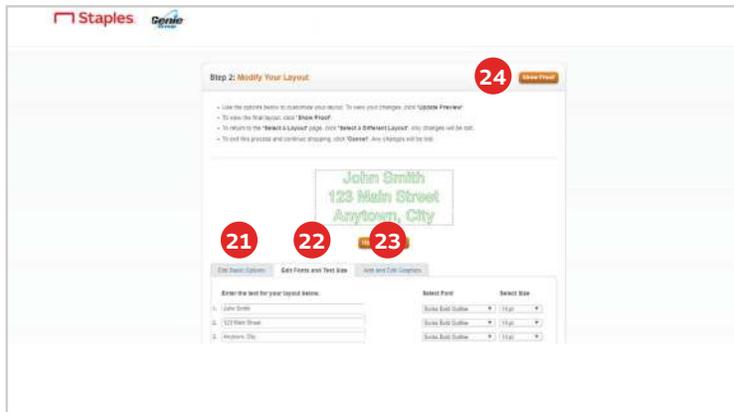
- 18 Browse through the product selection and click **Customize**. You can use the filters on the left to help narrow down your selection.



You now have two options:

- 19 Choose to **Select a Sample Layout**
- OR
- 20 **Design your own** by clicking on the corresponding image.

Customizing and proofing your order



Choose from several sample layouts or design your own. If applicable:

- 21 Select **Edit Basic Options** tab to:
 - Add and edit text
 - Select imprint color
 - Choose your text alignment
 - Select border
- 22 Select **Edit Font and Text Size** tab to:
 - Choose font type
 - Select text size
- 23 Select **Add and Edit Graphics** tab to:
 - Add graphics from your library or upload a new graphic
- 24 Click **Show Proof** to preview



When reviewing your proof make sure all your information is correct. The way your item appears on screen is exactly how it will look printed.

- 25 If changes are needed, click **Modify**.
- 26 If approved, click **Add to Order**.

You can continue shopping to purchase additional products, view your Shopping Cart or **check out**.