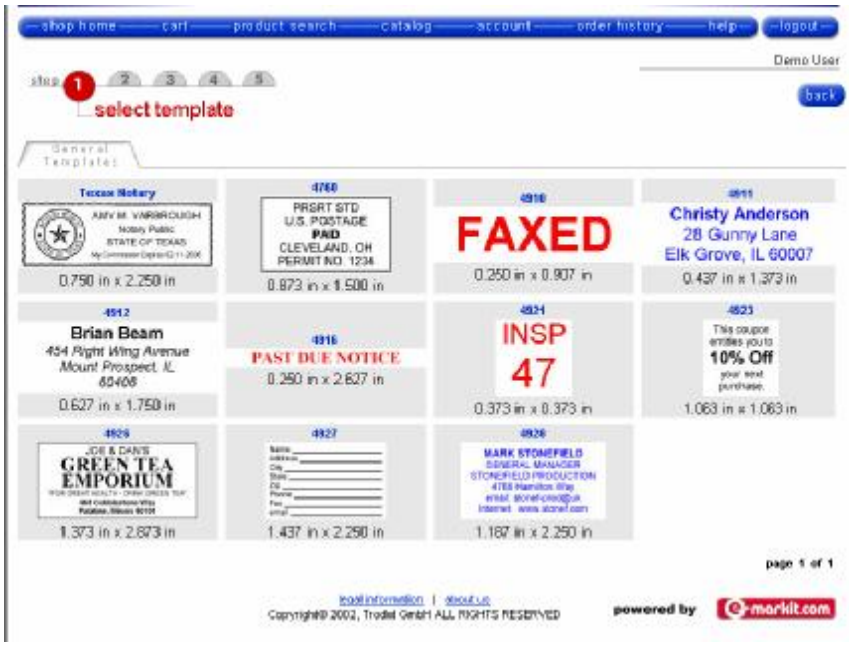
# Quick Start Guide

***LOGIN PAGE:*** This is where you enter your USER NAME and PASSWORD to login to the site. If you don't have a user name and a password, you can shop anonym or register yourself. As registered user, when you have forgotten your password, you can also order an email to get your password back.

- ***CHOOSE YOUR PRODUCT / ORDER BY PRODUCT NUMBER:*** If you choose a product with an existing matching template, the template(s) will be displayed and offered to choose. If you don't want to use an existing template just click on CREATE NEW to go to a blanket custom wizard. Maybe you have to choose from several options first (like ink- or product-color).

***There are three ways to shop the site!***

- ***ORDER BY TEMPLATE:*** Click here to choose from predefined templates
- ***ORDER BY PRODUCT:*** Click here if you are not sure what to choose and you'd like to browse the catalog. After selecting and customizing your product you can save your template for later use.
- ***ORDER BY KEYWORD:*** Click here to order a product when you know keyword or a product number. All matching products will be displayed. Select the one that most closely matches your requirements and click on ORDER.



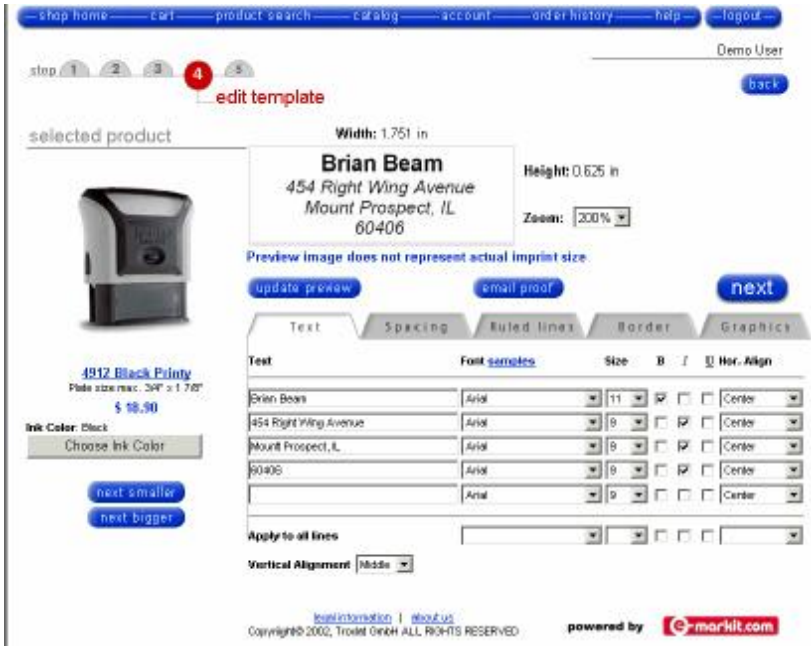

***If you click on a category of "Order by template" this is the next screen you'll see***

SELECT A TEMPLATE: ***This page will allow you to view all the templates that have been saved for the product of this categroy.***

Here is a tab labeled "General Templates". As time goes on and more and more templates are added to the site, other folders will be added. The other tabs you may see are "Your Templates" and "Your Company Templates".

- ***GENERAL TEMPLATES:*** This tab is available to all users who log into the site. These are created by the manufacturer for general use and available for all types of products.
- ***YOUR TEMPLATES:*** These templates are saved **exclusively** under your user name and password. This privacy feature allows them to only be available to you.
- ***YOUR COMPANY TEMPLATES:*** If you create a template that needs to be available to other users within your organization, contact the manufacturer and they will see that it is added to the "Your Company Templates" folder.

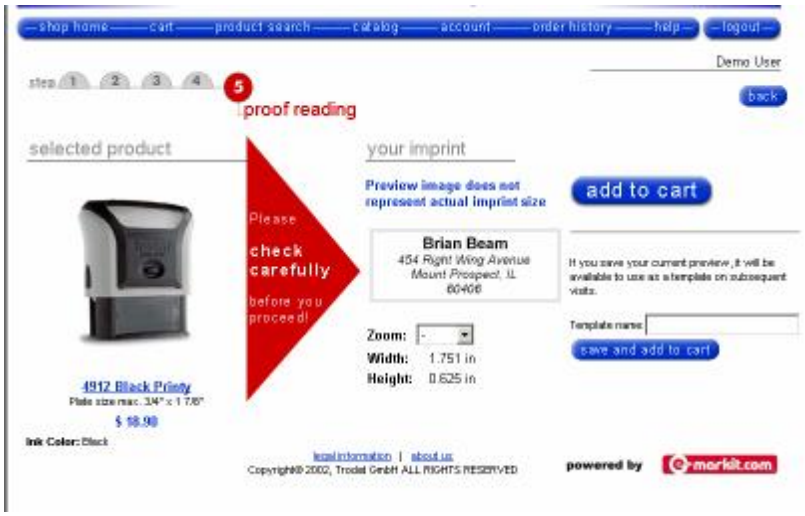
***PRODUCT CHOICES:*** By clicking on any template of your choice, you will be sent to the custom wizard immediately.




- ***NEXT SMALLER / NEXT BIGGER:*** If the text doesn't fit on this mount size, click here to select the next smaller respective bigger stamp size.
- ***SPACING:*** This tab is only used when precise alignment is absolutely necessary. It allows you to move lines from left to right and top to bottom. A positive number in the INDENT field will move the line from its original position to the right. A negative number will move the line to the left. The same applies to the V. SPACE field.
- ***RULED LINES:*** This tab will give you the option to add ruled lines to your text. Click the box to add a ruled line or leave blank for no line. DISTANCE refers to the amount of space desired from the end of the line to the edge of the stamp and the numbers listed represent point sizes. LINE DIRECTION refers to the direction you want the line to extend from the wording.
- ***BORDER:*** Click on this tab and you have the option to place a border around the text by choosing "border on". Then select your thickness, distance and shape.
- ***GRAPHICS:*** This tab allows you to upload or select a graphic for your layout. They can ONLY be uploaded in a .bmp format at 300 dpi. The graphic can be scaled to size, aligned with text and saved for future use.
- ***ROUND / FLAT:*** If the stamp is avaliable in two formats (round and flat) you can change to the other format by clicking one of these buttons.

Once you have chosen your product the next screen you see is the page where you can customize the product to your specific needs. When you are pleased with your layout, click the "next" button.

- ***UPDATE PREVIEW:*** Click here to view any changes you make. Adjust the ZOOM to control the size of the preview.
- ***EMAIL PROOF:*** If you would like to receive an image sized to scale for proofing purposes, click here and one will be emailed to you.
- ***TEXT:*** Here you will customize the text for this specific product. Even though you will be changing what is here, your saved template will NOT be altered and you will have the option (next page) to save this as a new template.
- ***FONT:*** To change the font style, click on the DOWN ARROW and choose accordingly. If you are not sure how a particular font looks, click on the FONT SAMPLE button and you will have all styles.
- ***SIZE:*** Here you have the option to change the height of the text. HINT: 12 Points = 1/8", 24 Points = ¼", 36 Points = 3/8"
- ***B, I and U:*** These attributes will allow you to customize your typestyle. B is Bold, I is *Italic* and U is Underlined.
- ***HORIZONTAL ALIGNMENT:*** Selecting any of these choices will align your text.
- ***VERTICAL ALIGNMENT:*** allows you to adjust all lines to the top, middle or bottom of the available space.
- ***APPLY TO ALL LINES:*** Clicking in any of these fields allows you to change ALL lines of text at one time.




This page ("proof reading") gives you the chance to proof your work before moving on.

- ***TEMPLATE NAME:*** If you would like to save this layout as a template for future use, name the template and click on SAVE AND ADD TO CART. This template will be saved to YOUR TEMPLATE folder. (HINT: Templates will be saved to the folder in alphabetical order)

- ***ADD TO CART:*** If it is not necessary to save this layout for future reference, just click ADD TO CART.

The Shopping Cart page simply reviews your purchases. You have several options from this point.

- ***UPDATE CART:*** If you make a change (f.e. Quantity, Remove) to the cart from this page, click UPDATE CART to save your changes. If not, the changes won't be processed.

- ***CONTINUE SHOPPING:*** When you have more items to order, click here and return to the HOME page to make your next selection.

- ***PREVIEW:*** Click here to view the layout for this line item.

- ***INSTRUCTIONS:*** If there are special instructions for this line item, enter the necessary information here.

- ***CHECK OUT:*** Click here if you are done shopping.

Here you will find the fields to direct HOW and WHERE this order should be shipped and billed.

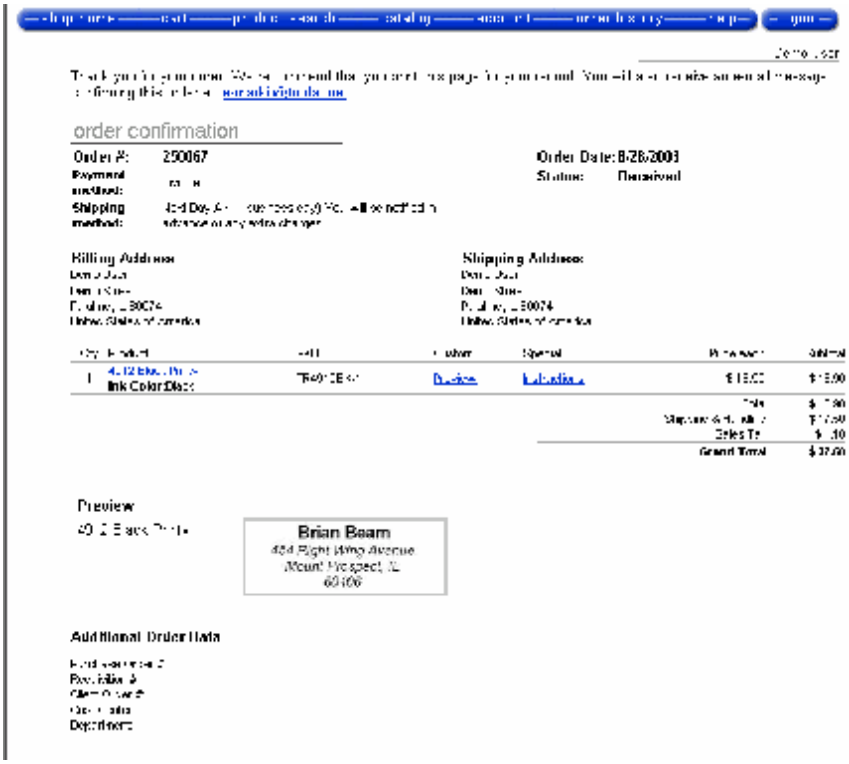
- ***BILLING ADDRESS / SHIPPING ADDRESS:*** The first profile will be the default one for this USER NAME and PASSWORD. Click on the drop down box if you would like this particular order billed or shipped differently. By clicking on MAKE CHANGES you can create new profiles or change the data content of the existing ones.

At this page you have also the chance to change quantity, remove items or continue shopping, etc. like in the previous page. (Please click UPDATE CART so that your changes are saved.)

- ***BILLING OPTION:*** Also any pertinent information regarding the billing of the order is entered on this page. Maybe you can chosse from different paying options like INVOICE or CREDIT CARD.
- ***PURCHASE ORDER#:*** (PURCHASE ORDER:, REQUISTION#:, YOUR ORDER #:, COST CENTER:, DEPARTMENT:) Any of these fields can be used for your respective reference numbers.

***! PLEASE NOTE*:** This is your last opportunity to review the order. All information that you have entered throughout the ordering process has been compiled here. In addition you can review all the items in the cart. Clicking CONFIRM AND SUBMIT ORDER will submit your order for production.

- ***POSTAL SERVICE:*** With this drop down box you can choose from the offered shipping options. (Please note that the shipping price may also vary from quantity, weight or even price.)




***Congratulations! You're done.***

- ***ORDER CONFIRMATION:*** This is your confirmation screen. You'll see this once you have clicked on the CONFIRM AND SUBMIT ORDER button on the previous page. You'll also receive an e-mail confirmation of your order. The order confirmation number at the top of the page is the online number linked to this order for future reference. You can revert to this confirmation any time you want by calling up ORDER HISTORY in the menu-bar.

- ***NAVIGATION BAR:*** The nav-bar offers "SHOP HOME", "CART", "PRODUCT SEARCH", "CATALOG", "ACCOUNT", "ORDER HISTORY", "HELP" and "LOG OUT" (if available).

- ***SHOP HOME:*** brings you directly to the start page of this shop.
- ***CART:*** The basket shows you what you have added so far. You can change the quantity of any product or even remove it from your list. When you are finished with shopping click on CHECK OUT. (See also description of ordering with "ORDER BY TEMPLATE" above this part.)
- ***PRODUCT SEARCH:*** Here you can search for special products. Type in the keyword(s) and choose from the terms to specify your search. The result of your search will be listed below and you can choose from the listed product(s) and order one.
- ***CATALOG:*** Click it if you are not sure what to choose and you'd like to browse the catalog.
- ***ACCOUNT:*** The Account gives you the chance to edit the data you stated when register yourself. You can also change the password you need to sign in and change your billing and shipping profiles. You may create new profiles, edit existing ones, delete them or make one of the addresses your default one. Please click SAVE otherwise your changes will not be saved.
- ***ORDER HISTORY:*** Here all previous orders can be displayed. On the right side is a summary of all recent orders. You can cange the sort order and view details (order confirmation) of every single order. The left side offers you the chance to search for special orders with several keywords (like Order#, Status or Date Range)
- ***HELP:*** Click on it to get help and see the frequently asked questions (FAQ).
- ***LOG OUT:*** If you are loged in as registered user you can log out by clicking on it. Otherwise (loged in anonym) the buttom will not be displayed.