

# Custom Print Template User Guide

Ordering business cards at a glance

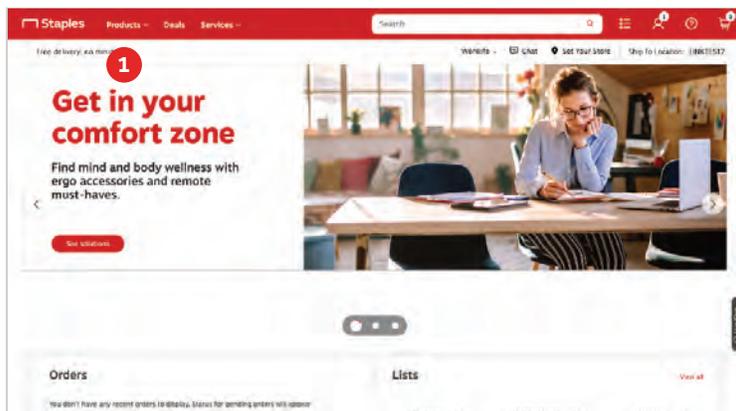


Morgan Billy  
Senior Advisor

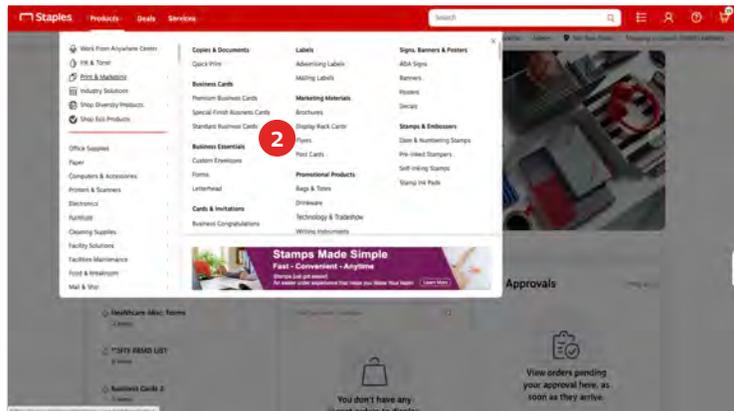
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Lectus, EU 1234  
www.company.jp

# Getting started

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

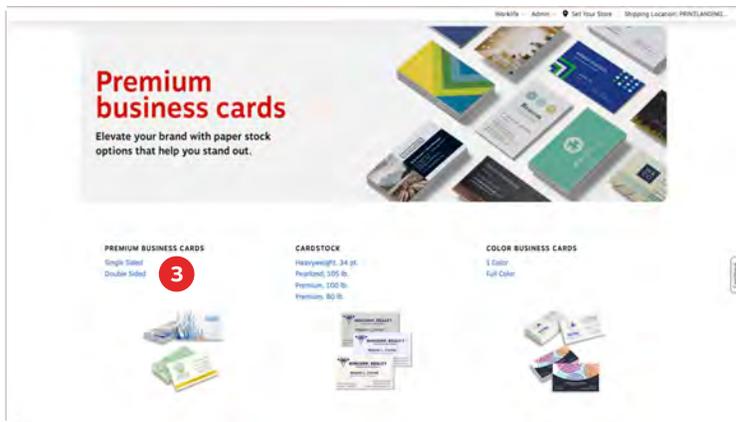


1 From the home page, click **Products** in the top navigation.

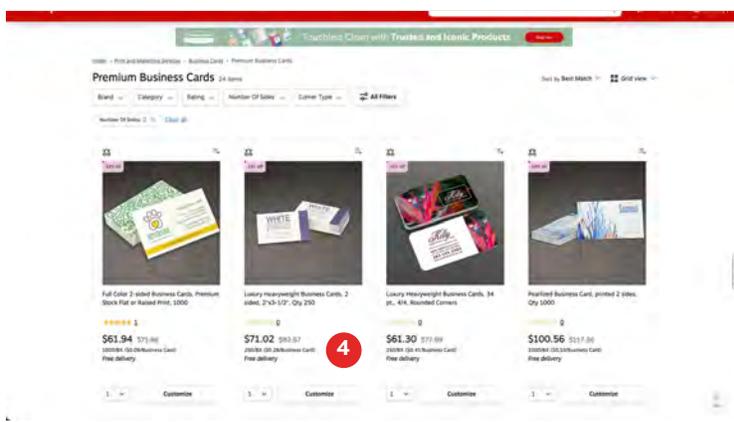


2 Hover over **Print & Marketing** from the categories in the drop down. Select from the **business card** section, the type of **business card**.

# Choosing your business cards

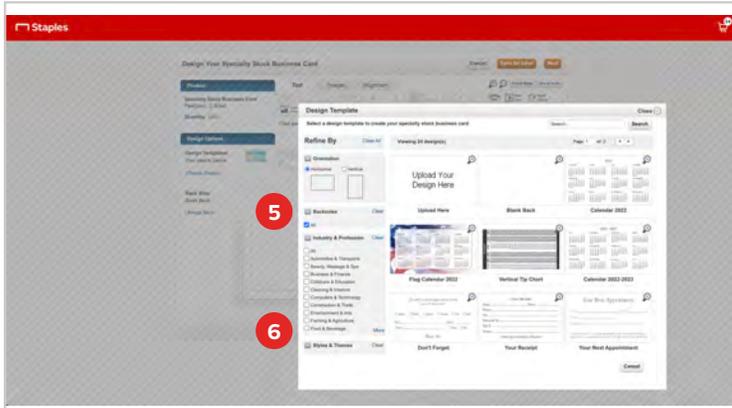


3 Choose from these options to select your business card type and style.



4 To customize your business card, 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.

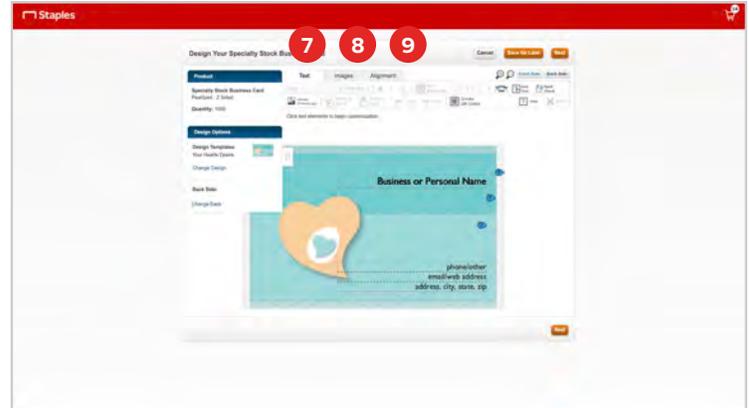
# Selecting a design template and customizing your cards



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. Do this for the front and back of the card.**

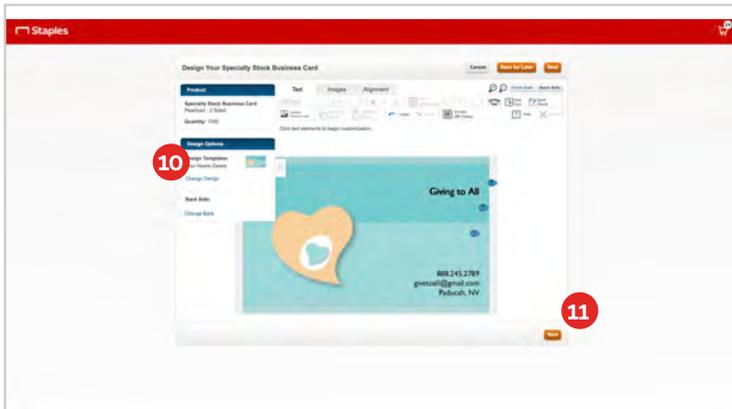


Double click the text boxes to begin customizing your product.

- 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.

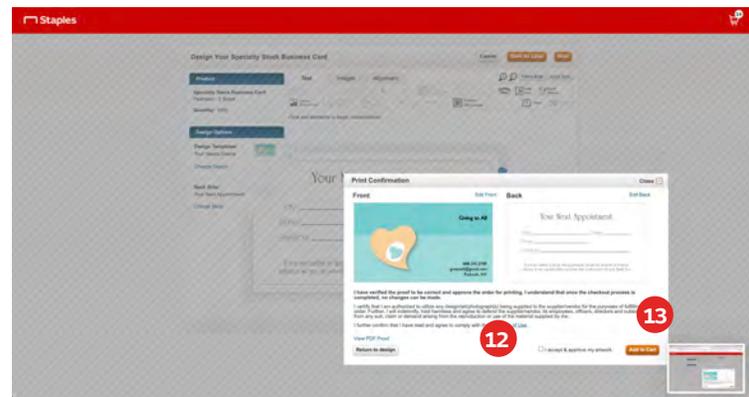
Click the **Change Design** link on the left to select an alternate Design Template.

# Selecting your ink, paper, and proofing your cards



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

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

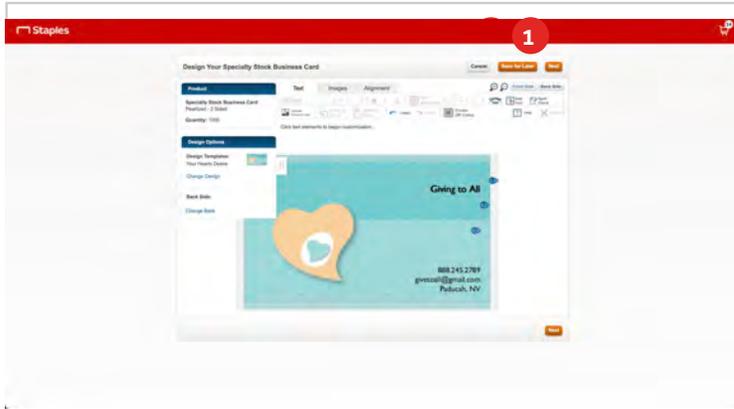


12 Once you have proofed your order check the **I accept and approve my artwork** box.

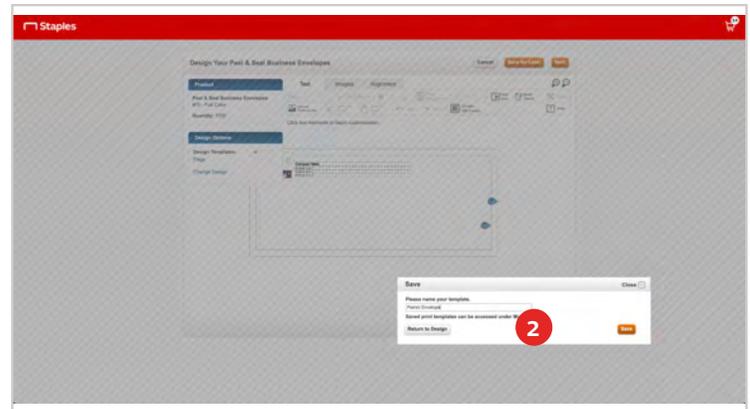
13 Click the **add to cart** button to continue to checkout.

See page 4 for more information on saving product templates

# Creating a saved product template

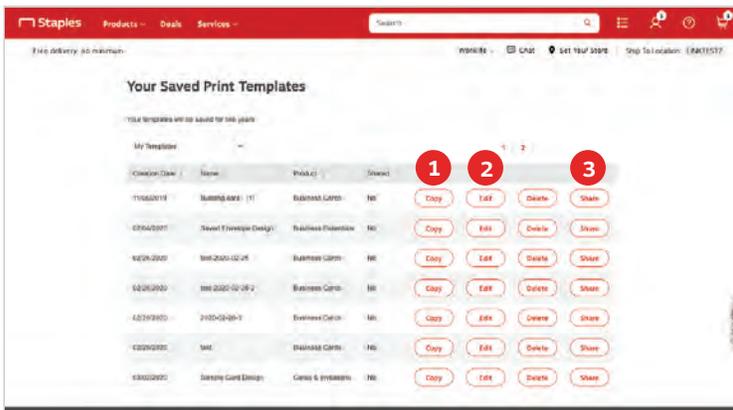


- 1 After customizing your business cards select the **Save for Later** button



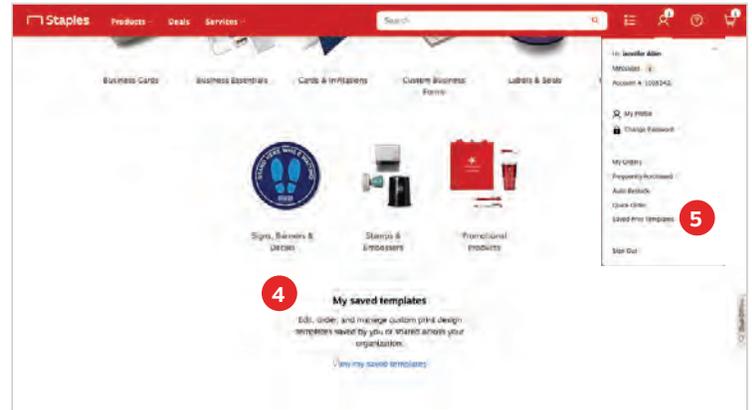
- 2 Enter a template name for the product and click **Save**. You can access and reorder the template at any time.

# Accessing saved templates



- 1 Click **Copy** to create a copy of a previously saved template.
- 2 Click **Edit** to update information on a previously saved template. Follow the prompts to add a saved template to cart.
- 3 Click **Share** to share a previously saved templates with all users across your organization.

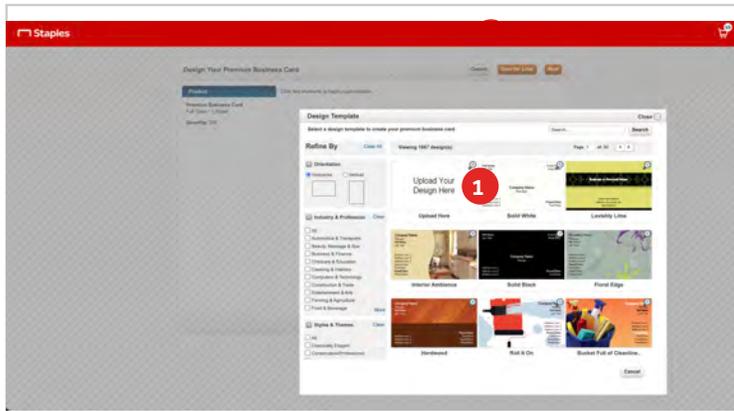
Follow the prompts to add a saved template to cart and **proceed to checkout**.



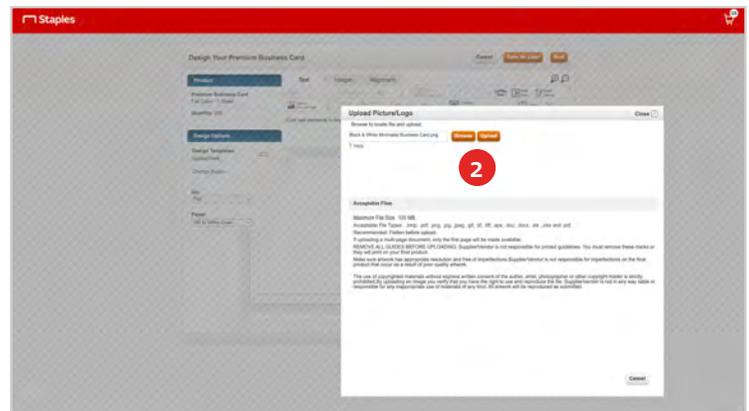
Using a saved template saves time and promotes consistency. To access one of your saved templates:

- 4 Click **View my saved templates** in My saved templates under the Create my own tab on the Print & Marketing Services page.
- 5 Click **My Saved Templates** in the user menu of the red header bar.

# Upload your own design



- 1 After selecting your quantity and card type, select **Upload Your Design Here**.



- 2 Browse for and upload your business card file.

# Finishing & adjustments



- 1 The card upload will auto-center but you can drag the corners of the image to adjust.
- 2 Using the blue flags, be sure to keep your text inside the safety flag, the edge of your document should extend beyond the cut off mark for full bleed cards. Keep pertinent parts of the image within the cut line.