

# HOW TO UPLOAD A LOGO OR SCANNED SIGNATURE

## PLEASE NOTE:

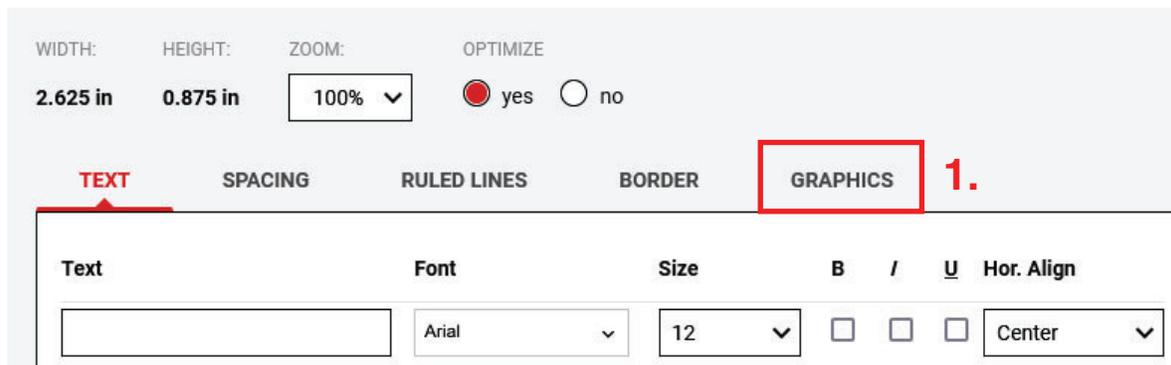
Please make sure you have followed our **“Guidelines for Artwork”** file to make sure that your image follows our format standards to manufacture your order correctly. You can find our “Guidelines for Artwork” under the “Template Files and General Information” at the bottom of our home page.

Failure to do so may result in loss of quality and/or parts of your image/graphic missing. We do not accept the responsibility for print errors from low quality and missing data on images, logos, and signatures provided.

*Please make sure that the text being supplied is edited correctly and spell check has been run. We do not accept the responsibility for errors in spelling and grammar on text provided.*

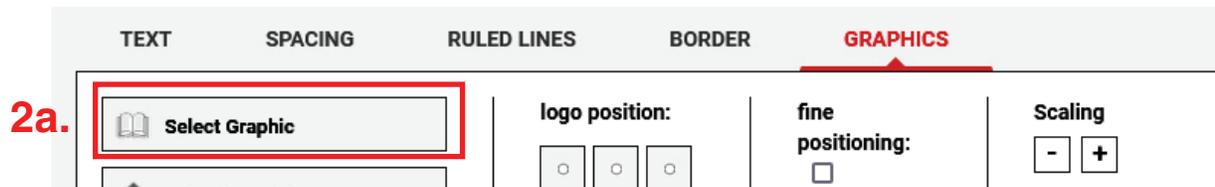
## STEP ONE:

Select the stamp you require. Click on the **GRAPHICS** tab.



The screenshot shows a control panel for a stamp editor. At the top, there are fields for WIDTH (2.625 in), HEIGHT (0.875 in), ZOOM (100%), and OPTIMIZE (yes/no). Below these are tabs for TEXT, SPACING, RULED LINES, BORDER, and GRAPHICS. The GRAPHICS tab is highlighted with a red box and a red '1.' next to it. Under the GRAPHICS tab, there are fields for Text, Font (Arial), Size (12), and Hor. Align (Center). There are also checkboxes for Bold (B), Italic (I), and Underline (U).

## STEP TWO: UNDER THE “GRAPHICS” TAB



The screenshot shows the same control panel as in Step One, but with the GRAPHICS tab selected. A red box highlights the 'Select Graphic' button, which is labeled '2a.'. To the right of the 'Select Graphic' button are three radio buttons for 'logo position:', a checkbox for 'fine positioning:', and a 'Scaling' section with minus and plus buttons.

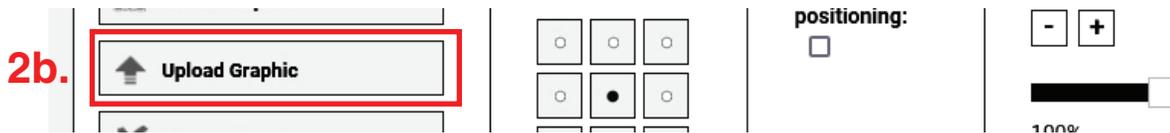
### 2a - SELECT GRAPHIC

Allows you to choose an image from our pre-uploaded graphic files.

**(continued)...**

## STEP TWO: (continued)...

### 2b - UPLOAD GRAPHIC



Allows you to upload your image, logo or signature.

Recommended graphics format and resolution:

Bitmap (with 1 bit color depth - black/white); at least 300 dpi, 8 MB maximum.

Accepted file formats: BMP, GIF, TIFF, JPG, PNG, Adobe Photoshop PSD,

Macintosh Pict PCT, Paintbrush PCX, CLP, DIB, EMF, IFF, LBM, MSP, PBM, RAS, WPG.

### 2b - UPLOAD GRAPHIC - UPLOAD WINDOW

Upload a graphic by clicking on the Browse button and selecting a graphic, then click on "next" button.

Click on "Choose file" to select your graphics, then click on "NEXT". Recommended graphics format and resolution: Bitmap (with 1 bit color depth - black / white); at least 300 dpi, 8 MB maximum.

Accepted file formats:  
BMP, GIF, TIFF, JPG, PNG, Adobe Photoshop PSD, Macintosh Pict PCT, Paintbrush PCX, CLP, DIB, EMF, IFF, LBM, MSP, PBM, RAS, WPG.

File:  No file selected.

Graphic Name:

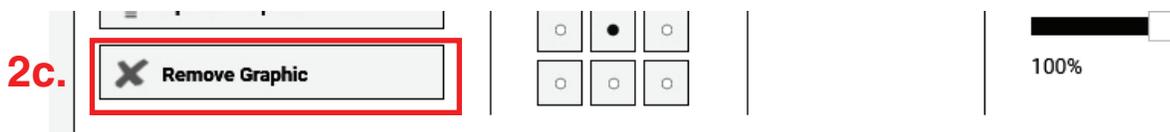
The quality of your artwork will affect the quality of your product. To upload your graphics, please use the following guidelines:

Colors are automatically updated to black and white. If unsuitable, please try again.

**Select "Browse"**  
**Locate the file you want to upload on you computer.**  
**Once image is selected click the "Next" button to continue.**

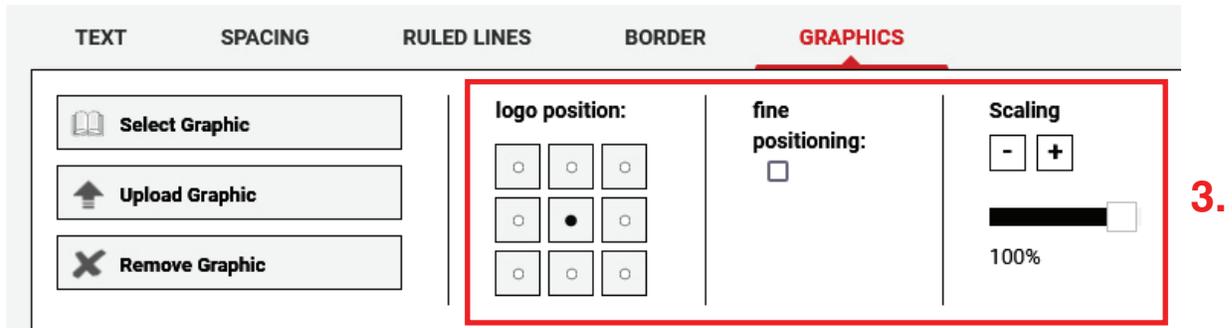
**Once image is selected click the "Next" button to continue.**

### 2c - REMOVE GRAPHIC



Removes the graphic you have added if you decide you do not require an image or replace the image you have all placed in your layout.

### STEP THREE:

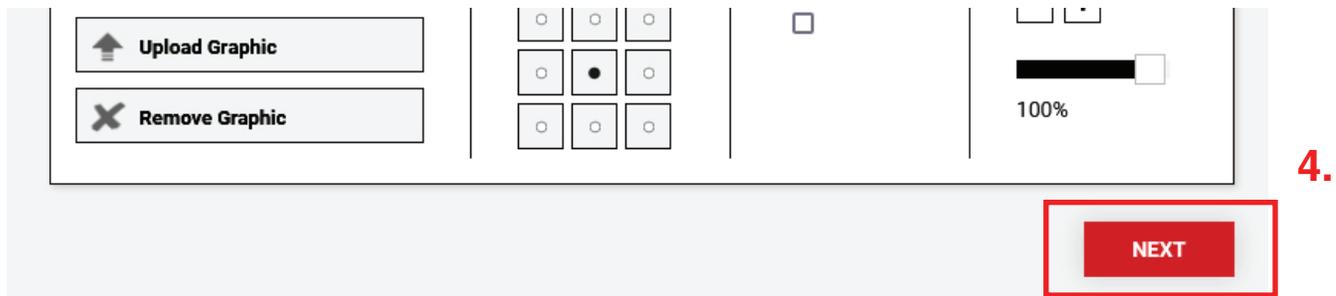


Here you can adjust the layout. Choose the position of your image to the centre, top, bottom, left or right. Fine position to move image slightly to where you would like the image. You can also adjust the scale of your image smaller if required.

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### STEP FOUR:

Once you are happy with your preview, you are ready to order.



Once you click “Next” you will be taken to a “Proof Reading” step for a final look at your order before placing in your cart. When happy with your “Proof Reading” step, simply click “Add to Cart” and proceed with checkout or continue shopping.