

# Quick Start Guide

## shop here

If you are not registered yet and want to purchase immediately

[ANONYMOUS LOGIN](#)

## identification

Already registered? Login here

User ID:

Password:

[LOGIN](#)

[LOST PASSWORD](#)

Lost your password? Click here to request your password

## new to our site?

[REGISTER NOW](#)

Sign up today to enjoy all the advantages of membership

**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 the right way for you to order

### catalog



#### [ONLINE CATALOGUE](#)

browse the products in the catalogue if you want to choose the design and size first



#### [TEXT STAMPS](#)

Many different text stamps.



#### [DATE STAMPS, NUMBERER AND DIAL-A-PHRASE STAMPS](#)

Many different date stamps, number and dial-a-phrase stamps.



#### [TYPOMATIC LINE](#)

Text stamp for self-adjustment,  
Date stamp + text for self-adjustment,  
replacement parts for Typomatic stamp



#### [REPLACEMENT PADS + ACCESSORIES](#)

Replacementink-pad and accessories for many different stamps



#### [TWIN](#)


Writing utensil combined with a stamp

**CATALOG:** Click here to browse the catalog. The catalog is divided in different product categories. Some products have different variations like productcolor or inkc-olor.

step 1 2 3 **4** 5

[edit template](#) [BACK](#)

selected product



**4910 Printy 2003**  
Imprint size: 26 x 8 mm, max. 3 lines  
**SEK 170.00 (incl. VAT)**

Ink Colour: Black  
Product Colour: Blue

[Choose Ink Colour, Product Colour](#)

Width: 25.0 mm Height: 8.0 mm Zoom: 300%

Preview image does not represent actual imprint size

[UPDATE PREVIEW](#) [EMAIL PROOF](#) [PROCEED](#)

Text Spacing Ruled lines Border Graphics

Text Font sample Size B I U Hor. Align

	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines ☐


Vertical Alignment Middle

**Choose your options:** Clicking on the grey “Choose...” button below the product image brings you to the CHOOSE OPTIONS PAGE. There you can the variation of the product you want to order. After that click SELECT to save your choice and to get back to the customwizard page. The grey “Choose...” button only appears if there are variations available for your choosen product.

step 1 2 3 **4** 5

[choose options](#)

selected product



**4910 Printy 2003**  
Imprint size: 26 x 8 mm, max. 3 lines  
Price: SEK 170.00 (incl. VAT)  
Quantity: 1

[CANCEL](#) [SELECT](#)

Choose your Product Variation. Limit your choices by selecting an option in the Drop-Down Box. Click on the Variation you want. The correct product image will be shown.

Price: (incl. VAT)	Ink Colour	Product Colour
SEK 170.00	Black	Blue
SEK 170.00	Black	Grey
SEK 170.00	Black	Mango
SEK 170.00	Black	Mint
SEK 170.00	Black	Red
SEK 170.00	Blue	Blue
SEK 170.00	Blue	Grey
SEK 170.00	Blue	Mango
SEK 170.00	Blue	Mint
SEK 170.00	Blue	Red
SEK 170.00	Green	Blue
SEK 170.00	Green	Grey
SEK 170.00	Green	Mango
SEK 170.00	Green	Mint
SEK 170.00	Green	Red
SEK 170.00	Red	Blue
SEK 170.00	Red	Grey
SEK 170.00	Red	Mango
SEK 170.00	Red	Mint
SEK 170.00	Red	Red
SEK 170.00	Violet	Blue
SEK 170.00	Violet	Grey
SEK 170.00	Violet	Mango
SEK 170.00	Violet	Mint
SEK 170.00	Violet	Red

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.
- **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 = 1/4”, 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.

step 1 2 3 4 **5**

proof reading

BACK

selected product



**4910 Printy 2003**  
Imprint size: 25 x 9 mm, max. 3 lines  
**SEK 170.00 (incl. VAT)**  
Ink Colour: Black  
Product Colour: Blue

Please check carefully before you proceed!

your imprint

If your text is cut off in the preview image, it does not fit on the selected product. Please go back one step and reduce the font size or choose another product.

demo

ADD TO BASKET

Preview image does not represent actual imprint size

Zoom:

Width: 25.0 mm

Height: 8.0 mm

my shopping cart

Use the **SHIPPING** or **SPECIAL Instructions** links on the items in your cart to specify drop-ship addresses, special handling requests, or other information necessary for processing those items.

UPDATE BASKET

CONTINUE SHOPPING

CHECK OUT

Qty	Product	SKU	Custom	Special	Price each (incl. VAT)	Subtotal (incl. VAT)	Remove
1	4910 Printy 2003 Ink Colour: Black Product Colour: Blue	09209	<a href="#">Preview</a>	<a href="#">Instructions</a>	SEK 170.00	SEK 170.00	<input type="checkbox"/>
						Total SEK 170.00	

order by keyword

Use this area to add an item to your shopping basket by performing a keyword search.

Keyword(s):

SEARCH

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.

#### change billing address

Profile:   
Name: Shop Admin  
Company:  
Address: Demo  
1233 Demo  
Sweden  
Phone: 0123 456 789  
Fax:

[MAKE CHANGES](#)

#### change shipping address

Profile:   
Name: Shop Admin  
Company:  
Address: Demo  
1233 Demo  
Sweden  
Phone: 0123 456 789  
Fax:

[MAKE CHANGES](#)

#### my shopping cart

Use the **SHIPPING** or **SPECIAL Instructions** links on the items in your cart to specify drop-ship addresses, special handling requests, or other information necessary for processing these items.

[CONTINUE SHOPPING](#)

[CONFIRM AND SUBMIT ORDER](#)

Qty	Product	SKU	Custom	Special	Price each (incl. VAT)	Subtotal (incl. VAT)
1	4810410101 2002 Ink Colour: Black Product ColourBlue	89069	<a href="#">Preview</a>	<a href="#">Instructions</a>	SEK 170.00	SEK 170.00
						Total SEK 170.00
						Postal Service (SEK 1.00) SEK 1.25
						<b>Grand Total</b> SEK 171.25
						includes VAT SEK 34.25

#### billing option

☒ Invoice

Purchase Order #

Regulation #

Your Order #

Cost Center/Sold for

Departments

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 choose from different paying options.

**! 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.

- **SHIPPING OPTION:** 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.)

Thank you for your order. We recommend that you print this page for your record. You will also receive an e-mail message confirming this order at [utltypia@trodanet.net](mailto:utltypia@trodanet.net)

#### order confirmation

Order #: 250062  
Payment method: Invoice  
Shipping method: Postal Service

Order Date: 11/08/2004  
Status: Received

**Billing Address**  
Shop Admin  
Demo  
1233 Demo  
Sverige

**Shipping Address**  
Shop Admin  
Demo  
1233 Demo  
Sverige

Qty	Product	SKU	Custom	Special	Price each (incl. VAT)	Subtotal (incl. VAT)
1	4910 Printy 2009 Ink Colour: Black Product Colour: Blue		Preview	Instructions	SEK 170.00	SEK 170.00
Total						SEK 170.00
Shipping & Handling						SEK 1.25
Grand Total						SEK 171.25
includes VAT						SEK 34.25

#### Preview

4910 Printy 2009

demo

#### Additional Order Data

Purchase Order #:  
Requisition #:  
Client Order #:  
Cost Center/Sold to:  
Department:

**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.

SHOP HOME BASKET PRODUCT SEARCH CATALOGUE ACCOUNT ORDER HISTORY HELP LOGOUT

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

- **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.
- **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 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 change 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 logged in as registered user you can log out by clicking on it. Otherwise (logged in anonym) the button will not be displayed.