

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



CATALOG: Click here to browse the catalog. The catalog is devided in different product catagories. Some products have different variations like productcolor or inkcolor.



[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

step 1 2 3 4 **edit template** BACK

selected product



4910 Printy 2003
Imprintsize: 26 x 9 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%

Text **Size** **B** **I** **U** **Hor. Align**

Font samples: Arial, 12, Center

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 chosen product.

step 1 2 3 **choose options**

selected product



4910 Printy 2003
Imprintsize: 26 x 9 mm, max. 3 lines
Price: SEK 170.00 (incl. VAT)
Quantity: 1

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
Imprintsize: 25 x 9 mm, max. 5 lines
SEK 170.00 (incl. VAT)
Ink Colour: Black
Product Colour: Blue

your imprint

demo

[ADD TO BASKET](#)

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.

Please check carefully before you proceed!

Preview image does not represent actual imprint size

Zoom: Width: 25.0 mm Height: 8.0 mm

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

- **ADD TO CART:** Click ADD TO CART to put your individualised product in the basket.

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	9929	Preview	Instructions	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:	Fakturaadress
Name:	Shop Admin
Company:	Demo
Address:	1233 Demo
	Sweden
Phone:	0123 456 789
Fax:	

MAKE CHANGES

change shipping address

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

MAKE CHANGES

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.

CONTINUE SHOPPING

CONFIRM AND SUBMIT ORDER

Qty	Product	SKU	Custom	Special	Price each (Incl. VAT)	Subtotal (Incl. VAT)
1	4910 Party 2000	B9099	Preview	Instructions	SEK 120.00	SEK 120.00
					Total	SEK 170.00
					Postal Service (SEK 1.00)	SEK 1.25
					Grand Total includes VAT	SEK 171.25 SEK 34.25

billing option

Invoice

Purchase Order #:

Request#:

Your Order #:

Cost Center/Sold to:

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.)

- **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 uTypia@dotdot.net.

order confirmation

Order #: 250082
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				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 loged in as registered user you can log out by clicking on it. Otherwise (loged in anonym) the button will not be displayed.