

# Ordering Your CDI Marketing Materials in 3 Easy Steps

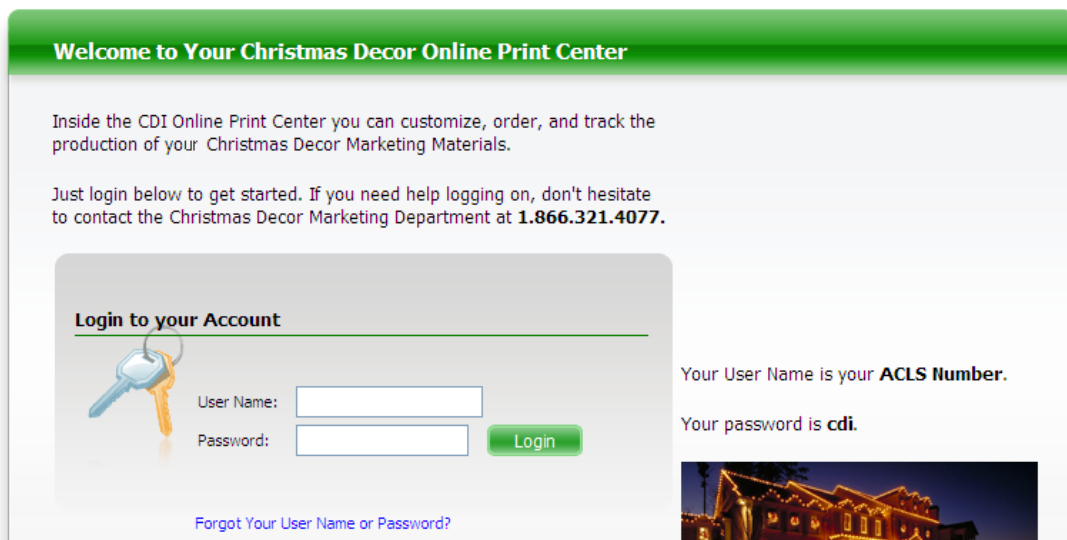
## On Your First Visit to the Online Store:

### Turning Off Your Pop-Up Blocker:

When you first visit the Online Print Center, your screen may look like this with a message on the screen that says:

*"You are using Pop-up Blocker software. This Web Site must open various windows in order to function properly. Please disable your Pop-up Blocker and then refresh your browser by clicking on the appropriate button or by closing and then reopening the browser."*

**You are using Pop-up Blocker software. This Web Site must open various windows in order to function properly. Please disable your Pop-up Blocker and then refresh your browser by clicking on the appropriate button or by closing and then reopening the browser.**

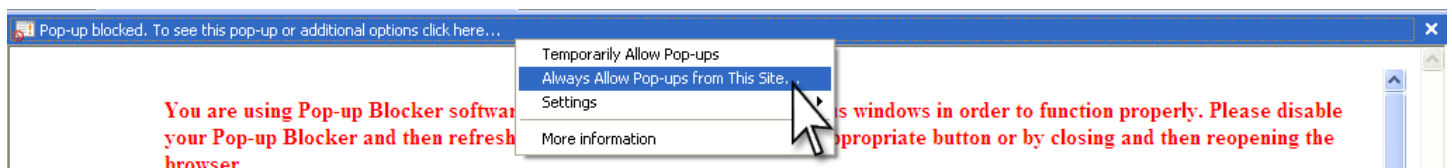


If so, it means you'll need to add the Online Print Center to your list of sites where Pop-Up windows are permitted.

To do this, click on the top beige bar on the screen that says:

*"Pop-up blocked. To see this pop-up or additional options, click here. . ."*

A drop-down menu will appear. In this list you'll want to select *"Always Allow Pop-ups from This Site. . ."*



You'll then get a box that says *"Would you like to allow pop-ups from 'printthisnow.com'?"* Click "Yes".

This will add the Online Print Center to your list of sites where Pop-up windows are permitted and it won't appear again on future visits.

# Logging-In

Your User Name should be your 5-Digit ACLS number (e.g. 12345).

Your password is cdi – all lowercase, three letters.



Welcome to Your Christmas Decor Online Print Center

Inside the CDI Online Print Center you can customize, order, and track the production of your Christmas Decor Marketing Materials.

Just login below to get started. If you need help logging on, don't hesitate to contact the Christmas Decor Marketing Department at **1.866.321.4077**.

**Login to your Account**


Your User Name is your **ACLS Number**.

Your password is **cdi**.

User Name:

Password:

[Forgot Your User Name or Password?](#)



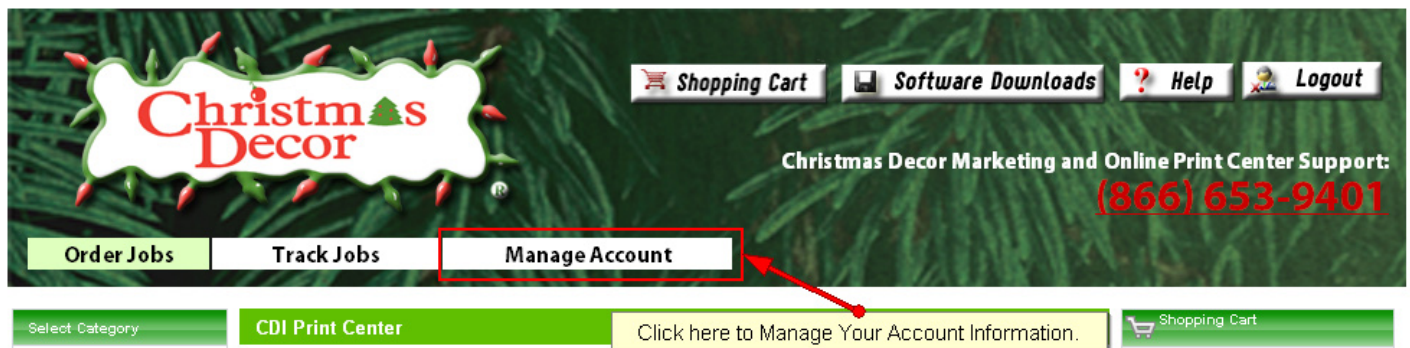
If you receive a message that says “Wrong Username or Password. Try Again”, double-check that you typed your ACLS number and password (cdi) correctly.

If it gives you the same message, double check that your CAPS Lock key is not turned on.

If it gives you the message again, call the CDI Helpline ((866) 653-9401) and ask for Tech Support. We'll double-check your account information and help you log in.

## Getting Started – Manage Your Account

The first thing you'll want to do on your first visit to the CDI Online Store is to click on this “Manage Your Account” link.



Christmas Decor

[Shopping Cart](#) [Software Downloads](#) [Help](#) [Logout](#)

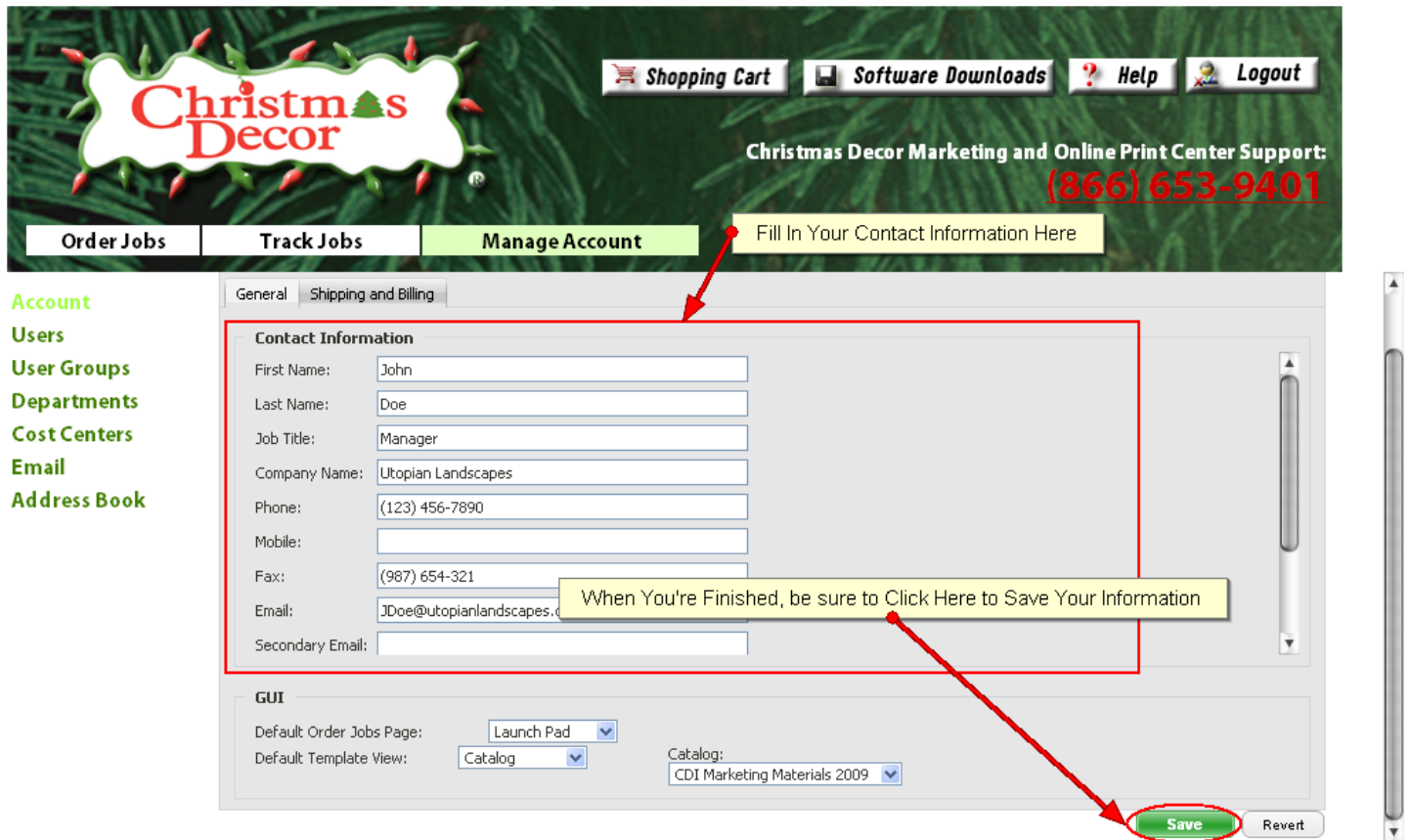
Christmas Decor Marketing and Online Print Center Support:  
**(866) 653-9401**

[Order Jobs](#) [Track Jobs](#) [Manage Account](#)

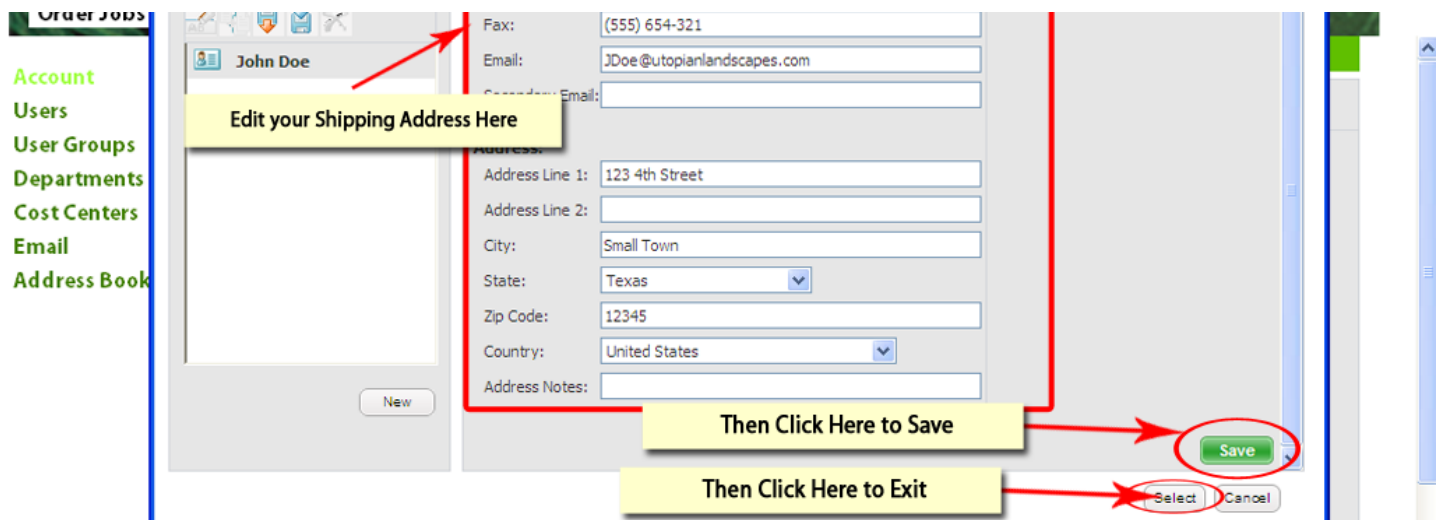
Select Category [CDI Print Center](#) [Click here to Manage Your Account Information.](#) [Shopping Cart](#)

Why? Most of the document templates are programmed to take your contact information from here and use it to pre-populate (or "auto-fill") the blanks for you to make ordering your marketing materials even faster. So rather than typing your contact information over-and-over again each time, it will now fill it in for you!

Just type your company's contact information in the blanks as you'd like it to appear on your documents. In the e-mail box, put the e-mail address where you would like order confirmation e-mails to go. If you'd like to copy those e-mails to another address as well, you can put that address in the secondary e-mail box. Once you're done be sure to click the "Save" button in the lower right corner to save all your information you just typed.



Next, click on the gray "Shipping and Billing" tab on the top of the gray box. Fill in your shipping information in the box that pops up. Once you're done, be sure you click the "Save" button before you click "Exit"



To get back to the main page, you can click the CDI Logo in the upper left corner of the screen.

## Step 1: Select Your Product

This is the storefront. This is where you choose which product you would like to order. Here's an image that gives a quick overview of the Online Storefront:

The screenshot shows the website's storefront with several key elements and annotations:

- Navigation Bar:** Includes links for "Return to Main Catalog", "Track Ordered Jobs", "Your Shopping Cart", "Software Downloads", "Help", and "Logout". A "Shopping Cart" icon is also present.
- Header:** Features the "Christmas Decor" logo and contact information: "Christmas Decor Marketing and Online Print Center Support: (866) 653-9401".
- Product Categories:** A sidebar on the left lists categories like "Flyers(0)", "Butterfly Service Flyers(2)", "1/2 Page Flyers(2)", "Doorhangers(4)", "Postcards(0)", "Small Postcards (5.75 x 3.75)(4)", "Large Postcards (8.5 x 5.5)(4)", and "Business Cards(1)". An annotation points to this list with the text "Browse by Category Either Here or Here".
- Featured Items:** A central section titled "Featured Items for the Month of July:" displays three products: "Light Right Stationary Packet (No Customization)", "Christmas Decor Logo Letterhead", and "Christmas Decor Santa Claus Letterhead (No Customization)". Each item has "Add to Cart" and "Hold" buttons. An annotation points to this section with the text "Featured Items".
- Promotional Banner:** A red banner reads "Stock Up for the Season!" with the text "Send professional and festive correspondence with CDI stationary. Stock up for the entire holiday season with our sale for this week only! But, Hurry! The Stationary Sale ends July 31st!".
- Product Categories:** A section titled "Browse by Product Category:" shows four categories: "Flyers", "Doorhangers", "Postcards", and "Business Cards", each with a "Select" button. An annotation points to this section with the text "Browse by Category Either Here or Here".
- Product Selection:** A "Select a Product:" section displays four product options, each with an image and description. The first two are "Snowman Doorhanger" variants (one for quote, one for offer). The last two are "Customizable Doorhanger" variants (one for offer, one for quote). Each product has "Add to Cart" and "Hold" buttons. An annotation points to the "Add to Cart" button of the first product with the text "To customize and order a product, Click this 'Add to Cart' button". Another annotation points to the "Customizable Doorhanger" products with the text "Select Individual Products Here".
- Shopping Cart and Saved Jobs:** On the right side, there are two panels: "Shopping Cart" (showing "No items in cart. Total Price: \$0.00" and a "View Cart" button) and "Items On Hold" (showing a list of items and "Remove" and "Add to Cart" buttons). Annotations point to these panels with the text "Your Shopping Cart" and "Your Saved Jobs".
- Support Information:** An annotation points to the contact number "(866) 653-9401" with the text "CDI Click-to-Call Support Phone Number".

On the right panel is your "Shopping Cart" and "Saved Jobs".

Your online "Shopping Cart" is much like a shopping cart in real life. It's a place to keep the products you

want until you checkout.

You can also move jobs out of your shopping cart and into "Saved Jobs" if you want to order a particular document next time rather than this time. These will stay "saved" even if you log out.

There are a couple of ways to navigate this area.

You can use this Product Category menu on the left side to see just products of a certain type (e.g. selecting the category "Flyers" here will show you all the different Flyers available in the center area.) This same list you'll find in the center of the page with big icons on green backgrounds.

Or you can choose an individual product from the big list on the main page from the center area underneath the product categories.

We'll try to have the most relevant items for each particular week towards the top with green backgrounds as our "Featured Items".

After you find the product you want to order, you click the button beneath its picture that says "Add to Cart" to get started ordering and/or customizing your document.

## Step 2: Define Variable Information

Most items on the storefront are customizable, meaning you can add your own company name and contact information to the document. Only a few items are not customizable such as the "Complete Holiday Decorating Services" DVD or the Santa Claus Two-Color Letterhead. You should be able to determine the customizable icons based on their descriptions.

If you picked out a template that includes customization, this next screen is where you customize your template.

Shopping Cart Software Downloads Help Logout

Christmas Decor Marketing and Online Print Center Support:  
**(866) 653-9401**

Order Jobs Track Jobs Manage Account

Edit Your Information and Choose Your Favorite Images Here (and the Back Photo!)

Variable Information Preview

This Preview Image will Auto-Update as You Add Your Information

Page: 1

Click Here Once You're Done to Go on to the Big Preview

Cancel Continue

If you change the quantity on the drop-down menu, the price table here will auto-update with the new price.

Once you're satisfied, click the "Continue" button in the lower right hand corner to move on to the preview screen. On this screen is a big preview of the document. Please note that it is a "low-resolution" image of

your document. That's why it looks a bit fuzzy. It will not look that way printed. Using a lower-quality image just ensures everything loads very quickly in the Print Ordering system.

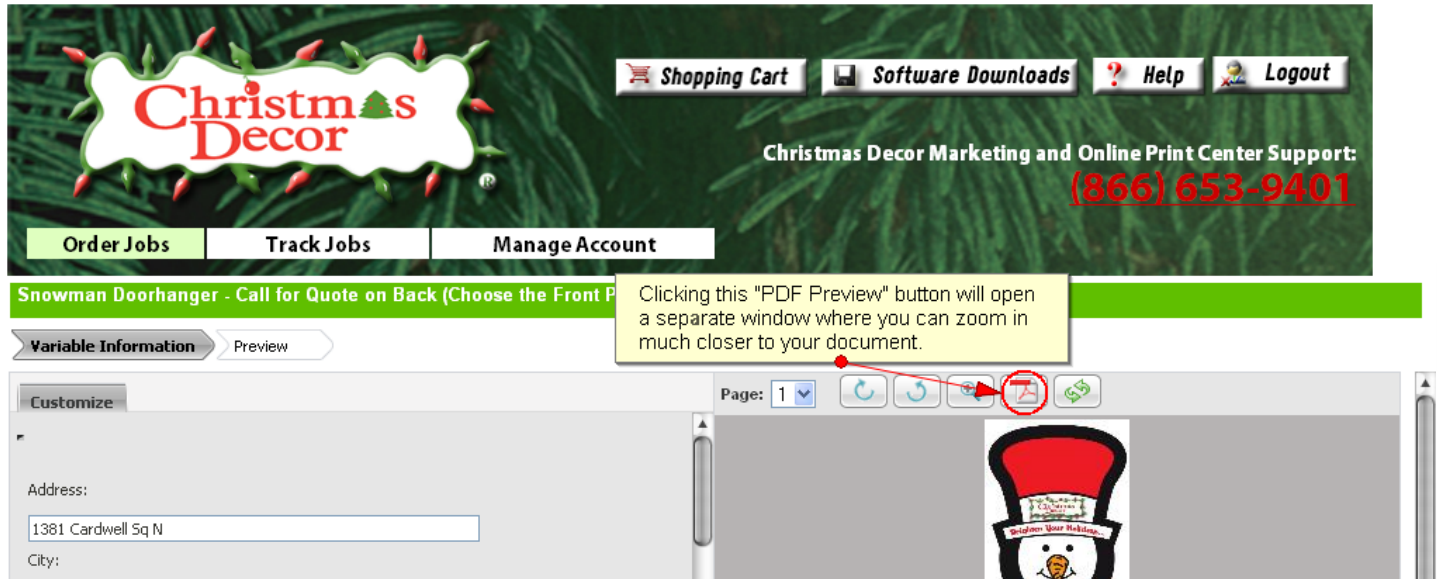
You'll want to check very carefully to ensure all the information you entered in the previous screen is completely correct. Look carefully over all names, addresses, and phone numbers.

### **IMPORTANT: Check All Pages of Your Document!**

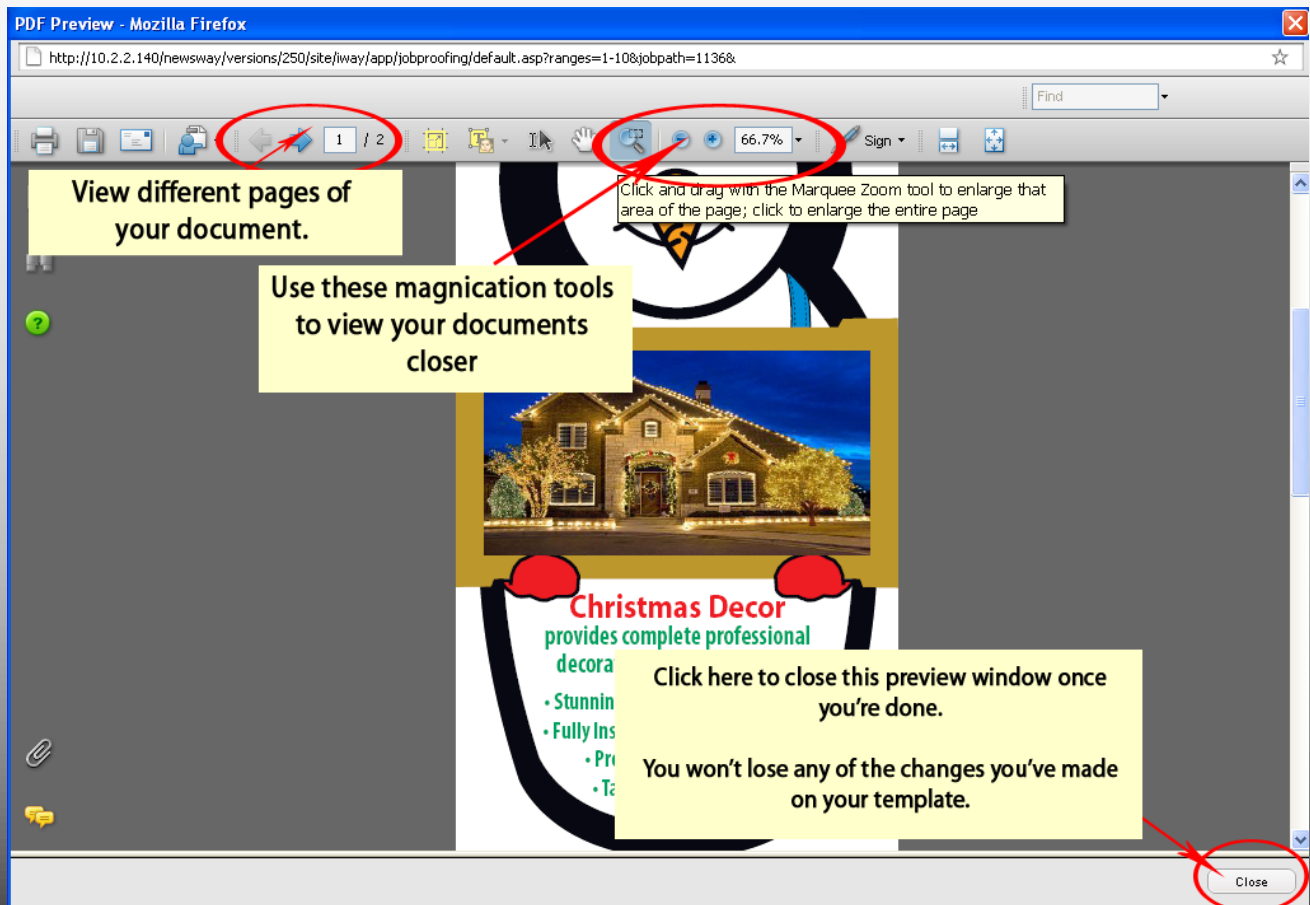
Some templates have more than one page that you can customize. To switch pages, you use this dropdown in the top-corner.

## How can I see a really big close-up of my document?

By clicking this pdf preview button, a separate window will open where you can get a much better look at your document. To use this feature, you'll need to have the program Adobe Reader installed. If you don't have Adobe Reader installed on your computer, you can download and install it completely free from here: <http://www.adobe.com/products/acrobat/readstep2.html>.



In the preview window, you can use the Magnifying Glass tool to view your document closer. Once you're done looking, click the close button to return to editing your document.



If you see a mistake and you want to fix it, it's no problem. Just hit the "Back" button on the lower-right hand side of the screen under the preview pane to return to the edit screen you were just on. You can then fix the error and click "Continue" again to get back here when you're done.

If everything looks right, check the checkbox in the lower left-corner of the screen that says "I have reviewed the proof and accept it." This says that you're sure that everything is correct on your proof and it's ready to print. The Printer Provider takes no responsibility to user submitted spelling errors and typos.

From here, you have two choices. If you have more documents to order and you'd like to keep shopping, click this button that says "Add to Cart". This will send the document to your "shopping cart" (the icon on the top of the page) where it'll wait for you until you're ready. You'll then return to the store front and you can select another document to order.

If this is the last document or only document you're ordering and you're ready to check out, you can click this button, "Add to Cart and Checkout".

### Step 3: Payment

When you're all done, you'll want to either click "Add to Cart and Checkout", the "Shopping Cart" icon on the upper right corner of the screen, or the "View Cart" button on the home page. All of these will take you to your shopping cart page. The Shopping Cart page will show you all the documents you're about to order.

If you'd like to save an item to order later, you click this button that says "Save for Later". The item will then go to your "Saved Jobs" that will be saved for you, even after you logout. You can move it back into your Shopping Cart from the "Saved Jobs" queue when you're ready to order it later.

**Christmas Decor**

Shopping Cart Software Downloads Help Logout

Christmas Decor Marketing and Online Print Center Support: 653-9401

To save this job for the future and not order it in this current order, click this "Save for Later" button to move it to your "Saved Jobs" queue. It will be saved for next time, even if you log out.

Adjust the Number of Products you want using the Quantity dropdown lists.

The price of each item is shown here.

JOB #	Thumbnails	Job Name	Quantity	Price (\$)
1124		NEW Residential Trifold #1124	250	
1132		Snowman Doorhanger - Call for Quote on Back (Choose the Front Photo and the Back Photo) #1132	3500	\$546.99

If you don't want this document now or ever, you can delete it with this button. There is NO WAY to recover this item after you've deleted it.

Your total before shipping and taxes.

Update your subtotal by clicking the "Get Quote" button. You can do this as often as necessary each time you adjust your items or quantities.

When you're satisfied with your order, click the "Proceed to Checkout" button to finish placing your order.

Subtotal: \$546.99

Get Quote Proceed To Checkout

To remove an item from your cart and delete it entirely you click the delete button. Keep in mind there's no way to recover the job after you've done this. If you might want to order it next time, it's a good idea to use the "Save for Later" button instead unless you're completely sure you absolutely do not want that document now or ever.

To see a bigger image of an item in your cart, you can click the thumbnail (the little picture) next to it's name.

You can adjust the quantities (number of items) you'd like to order using the dropdown list beside each item.

By using the "Get Quote" button, you can see what your total will be for the documents without the shipping or tax. If you'd like to change it, you can adjust the quantities (number of items) using the dropdown list beside each item.

If you adjust the quantities of your items after clicking "Get Quote" you can click the "Get Quote" button again and it will update the price for the new quantity.

Once your cart has everything you want to order in it and you have the quantities set, you can click on the "Get a Quote" button. After you click the "Get a Quote" button another one will appear just beneath it that says "Proceed to Checkout". Click the "Proceed to Checkout" button.

## Shipping Details

The next screen you'll see is the shipping details. If you've already defined this correctly in your "Account Settings" it should be all correct. If not, there are buttons that will allow you to correct the address or enter a new one entirely. You can also save multiple addresses you use often in your "address book".

The main thing you'll need to do here after making sure the shipping information is correct is to choose your shipping method from the drop-down list. As you'd expect, the sooner you request that it's delivered, the higher the price.

The screenshot shows the 'Christmas Decor' website interface. At the top, there is a navigation bar with links for 'Shopping Cart', 'Software Downloads', 'Help', and 'Logout'. Below this, a banner for 'Christmas Decor Marketing and Online Print Center Support' includes the phone number '(866) 653-9401'. A secondary navigation bar contains 'Order Jobs', 'Track Jobs', and 'Manage Account'. The main content area is titled 'Checkout' and features a progress bar with 'Shipping Details', 'Billing Details', and 'Confirmation'. The 'Shipping Details' section prompts the user to enter shipping information, including a shipping date (08-06-2009 11:00) and a shipping method (UPS Ground). Below this, the shipping address is displayed for 'John Doe' at '1234 5th Street, Small Town, OH 12345, United States'. At the bottom, there are buttons for 'Edit', 'Show Address Book', 'Enter a New Shipping Address', 'Ship To Multiple Addresses', 'Cancel', and 'Continue'.

## IMPORTANT: About "RUSH" Jobs and Expedited Shipping

Please note that there are two separate "RUSH" charges on jobs. We do charge an "urgency" fee if you want something printed faster than our usual turnaround time in addition to the faster shipping charge. The expedited shipping options indicate how fast it will come to you AFTER we're done printing it. The printing time may be 3 to 4 days plus whatever the length of time for delivery your selected shipping option provides you.

After everything appears correct here, you can click the continue button at the bottom-right corner of the screen.

## Order Summary

This next screen is the "Summary" screen. This is just an overview of all the relevant details about your order including:

- Billing Information
- Shipping Information
- Payment Method
- And Price Summary

**Christmas Decor**

Shopping Cart Software Downloads Help Logout

Christmas Decor Marketing and Online Print Center Support:  
**(866) 653-9401**

Order Jobs Track Jobs Manage Account

**Checkout**

Shipping Details **Billing Details** Confirmation

Before placing the order, Verify all relevant information.

**Billing**

**Billing Address:** John Doe  
123 4th Street  
Small Town  
OH  
12345  
United States

Edit Show Address Book

**Order Information**

**Ship to John Doe**

**Shipping To:** John Doe  
1234 5th Street  
Small Town  
OH  
12345  
United States

Shipping Date: 08-06-2009, 11:00  
Shipping Method: UPS Ground

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1124	NEW Residential Trifold #1124 Ordered by: CDI Product Tester 3	Cost Center: Marketing Department Ref Code:	250	\$0.00
1132	Snowman Doorhanger - Call for Quote on Back (Choose the Front Photo and the Back Photo!) #1132 Ordered by: CDI Product Tester 3	Cost Center: Marketing Department Ref Code:	3500	\$563.91

I accept all of the terms as they are defined in the [Terms and Conditions](#)

Cancel Back **Place Your Order**

Check one last time that everything looks correct.

If you're certain you're ready to check out, then check the box in the lower left corner of the screen that says "I accept all of the terms as they are defined in the Terms and Conditions". It's just to verify you're okay with the Printer's Terms and Conditions. If you'd like to read them closer, you can click the link that says "Terms and

Conditions" inside that sentence to read the full document.

After you've checked that box, click the button in the lower right corner that says "Place Your Order". After you click this, it will take you to Authorize.net (a grey screen) where you can safely and securely enter your credit card information to order.



**Action Printing A Communications Company**

2407 82nd Street  
Lubbock, Texas 79423  
1-888-226-5533



---

**Order Information** \* Required Fields

Invoice Number:  
Description: Job # 1134  
**Total: US \$501.57**

---

**Payment Information**

Pay by  Credit Card  Bank Account (USA only)



Card Number:  \* (enter number without spaces or dashes)  
Expiration Date:  \* (mmyy)

---

**Billing Information**

Customer ID:

After you enter your information at the Authorize.net page, click on the "Submit" button on the bottom of that page.

# Order Confirmation

After submitting your credit card information through Authorize.net, you will go back to the Print Summary Screen with this message on the top of the screen:

*"Thank you for the order. Verify the status of your order in Track Jobs. For your convenience, it is recommended to print out this page."*

**Christmas Decor**

Shopping Cart Software Downloads Help Logout

Christmas Decor Marketing and Online Print Center Support:  
**(866) 653-9401**

Order Jobs **Track Jobs** Manage Account

**Checkout**

Shipping Details Billing Details **Confirmation**

Thank you for the order. Verify the status of your order in Track Jobs. For your convenience, it is recommended to [Print](#) out this page.

Billing		Payment Method	
<b>Billing Address:</b> John Doe 123 4th Street Small Town OH 12345 United States		Credit Card	PO Number:

**Ship to John Doe**

<b>Shipping To:</b> John Doe 1234 5th Street Small Town OH 12345 United States	Shipping Date: 08-06-2009 ,11:00 Shipping Method: UPS Ground
---	---

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1124	<b>NEW Residential Trifold #1124</b> Ordered by: CDI Product Tester 3	Cost: Marketing Department Center: Department Ref Code:	250	\$0.00
1132	<b>Snowman Doorhanger - Call for Quote on Back (Choose the Front Photo and the Back Photo!) #1132</b> Ordered by: CDI Product Tester 3	Cost: Marketing Department Center: Department Ref Code:	3500	\$563.91

Continue Shopping

You should also receive a confirmation e-mail about your order to the e-mail address associated with your account which you can define in your "Manage Account" tab.

You can track exactly where your documents are in the Print Center process by using the "Track Jobs" tab. If you have questions about your print order or are having difficulties with the online storefront, you can call the CDI Marketing Helpline ((866) 653-9401) and ask for the Print Center.