

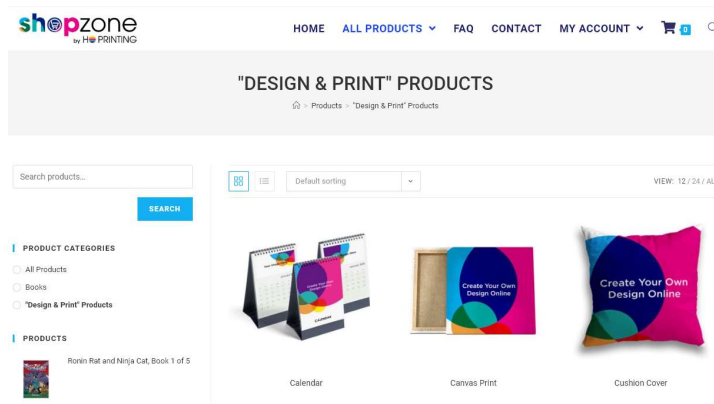
USER GUIDE FOR MAKING AN ORDER



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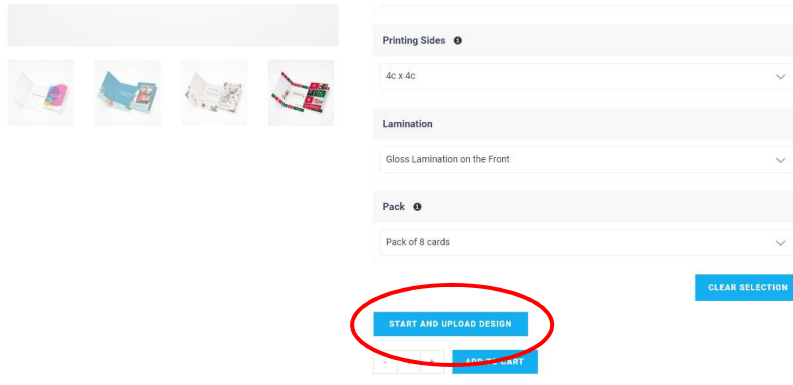
CHOOSE YOUR DESIRED PRODUCT

- Go to **All Products** -> **Design & Print Products** or **Books**
- Click on the product you wish to purchase.



ORDERING STEP 1: PRODUCT SPECIFICATIONS

- Choose your product's specifications. Click **'Start and upload Design'**.



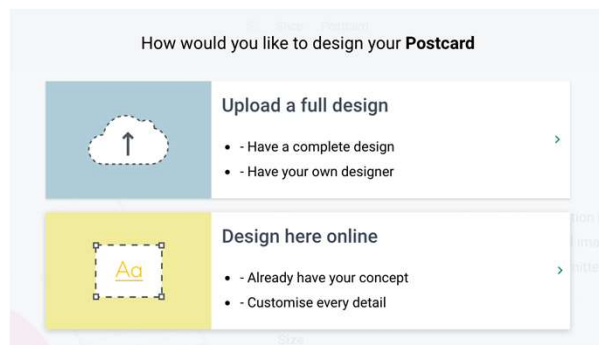
The screenshot shows a form for selecting product specifications. On the left, there are four small images of different postcard designs. The form fields on the right are:

- Printing Sides**: A dropdown menu with "4c x 4c" selected.
- Lamination**: A dropdown menu with "Gloss Lamination on the Front" selected.
- Pack**: A dropdown menu with "Pack of 8 cards" selected.

At the bottom right of the form, there is a blue button labeled "CLEAR SELECTION". Below the form, there is a blue button labeled "START AND UPLOAD DESIGN" which is circled in red. To its right, there is a partially visible button labeled "START".

ORDERING STEP 2: UPLOAD OR DESIGN

- Choose 'Uploading a full design' if you **had** your **artwork ready**
- Or choose 'Designing it here online' if you wish to **use** our **online designing tool**.



The screenshot shows a selection screen titled "How would you like to design your Postcard". There are two main options:

- Upload a full design**: Represented by a cloud icon with an upward arrow. It includes the bullet points: "Have a complete design" and "Have your own designer".
- Design here online**: Represented by a dashed box icon containing the letters "Aa". It includes the bullet points: "Already have your concept" and "Customise every detail".

Both options have a right-pointing chevron icon. The "Design here online" option is highlighted with a yellow background.

UPLOAD OR DESIGN

- If you want to choose 'Uploading a full design' -> go to **the next page**
- If you want to choose 'Designing it here online' -> go to **the page after next**

ORDERING STEP 3: UPLOADING YOUR ARTWORK

- Click to upload or drop a file

Upload design



Click or drop file here

Min size 0 MB

Max size 512 MB

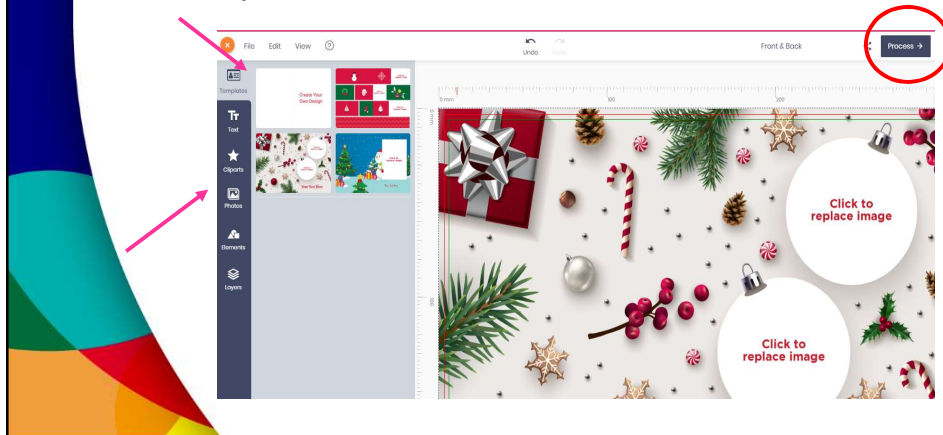
- Click 'Complete' after finished uploading

COMPLETE

← Back to option

ORDERING STEP 3: DESIGNING YOUR ARTWORK

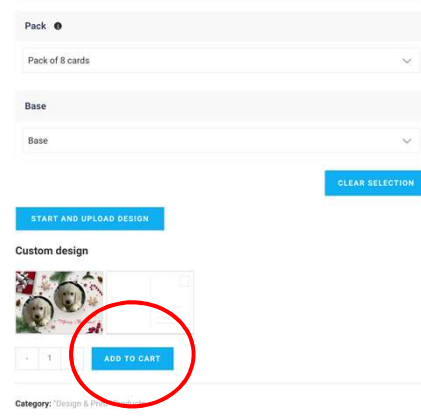
- Choose Template
- Design the artwork by adding pictures, text or elements
- Click on '**Process**' once you are finished.



Check out our other guide on how to use the online designer

ORDERING STEP 4: ADD TO CART

- After processing, you will be redirected back to the page where you can choose your product specifications.
- Scroll down to find your custom design.
- Click on '**Add to Cart.**'

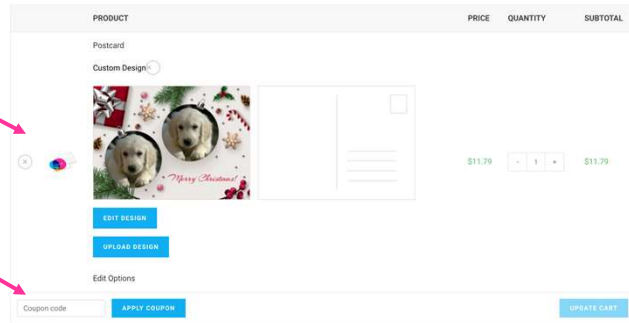


ORDERING STEP FIVE: CART

- Click on the cart icon.



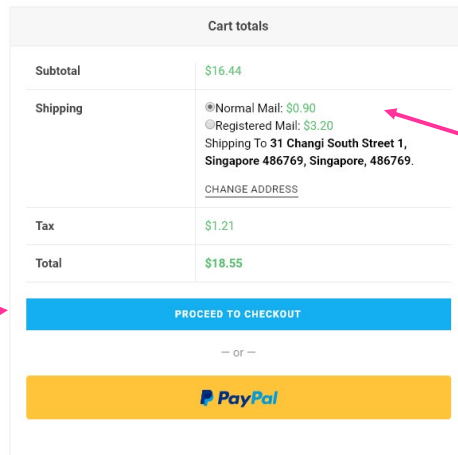
- Check through the products in the cart to ensure it is right.



- Apply your coupon code, if you have one.

ORDERING STEP SIX: CHECKING OUT

- Select your shipping method.



- Click on 'Proceed to Checkout'

ORDERING STEP 7: BILLING DETAILS

- Enter your billing details and check again that your order is correct.

The screenshot shows two main sections: 'BILLING DETAILS' and 'YOUR ORDER'. The 'BILLING DETAILS' section contains several input fields: 'First name' (with 'M' entered), 'Last name' (with 'Ho' entered), 'Company name (optional)', 'Country' (with 'Singapore' selected), 'Street address' (with '123 Lane' entered), 'Town / City (optional)', 'Postcode / ZIP' (with '12345' entered), and 'Phone (optional)'. The 'YOUR ORDER' section shows a 'PRODUCT' table with one item: 'Postcard * 1' with a 'Custom Design' image of two dogs and the text 'Merry Christmas'. The 'SUBTOTAL' is listed as '\$11.79'. There is an 'EDIT DESIGN' button below the product image.

ORDERING STEP 8: PAYMENT

- Remember to click on the box once you have read and **agree to the terms and conditions**.
- Click on 'PayPal' to start the **payment** process.
- Note that you can pay with your credit card even without a PayPal account.

The screenshot shows the payment summary and the PayPal payment option. The payment summary table is as follows:

Item	Amount
Subtotal	\$16.44
Shipping	Ⓜ Normal Mail: \$0.90 Ⓜ Registered Mail: \$3.20
Tax	\$1.21
Total	\$18.55

Below the summary, the 'PayPal' option is selected. A note states: 'Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.' A disclaimer follows: 'Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.' A checkbox labeled 'I have read and agree to the website terms and conditions' is circled in red. A pink arrow points to the yellow 'PayPal' button.