

Progressive

Custom

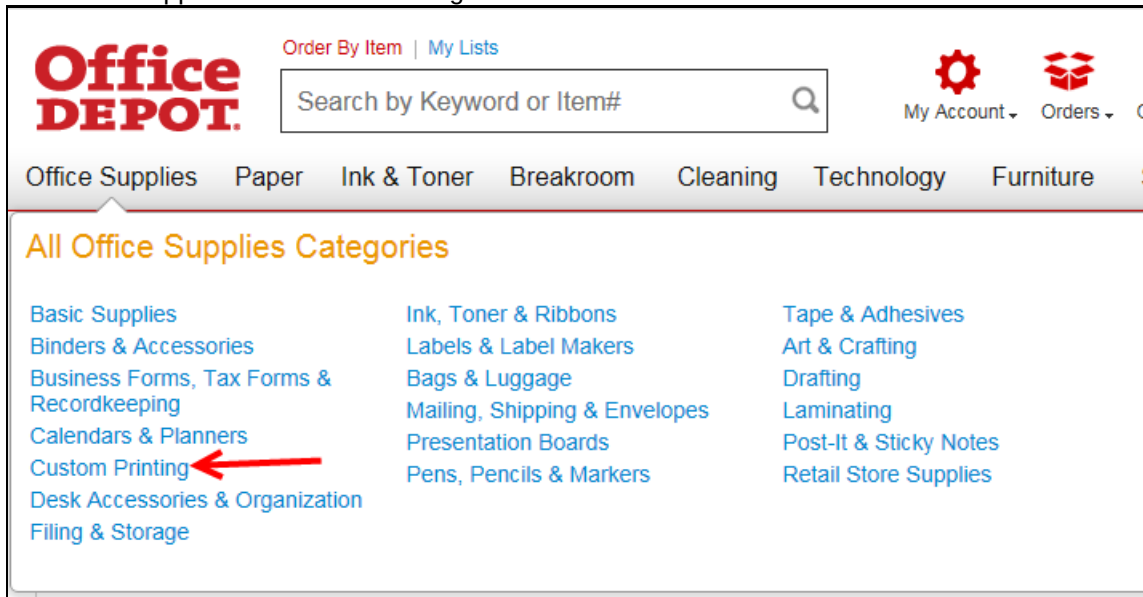
Signature Stamp

Job Aid

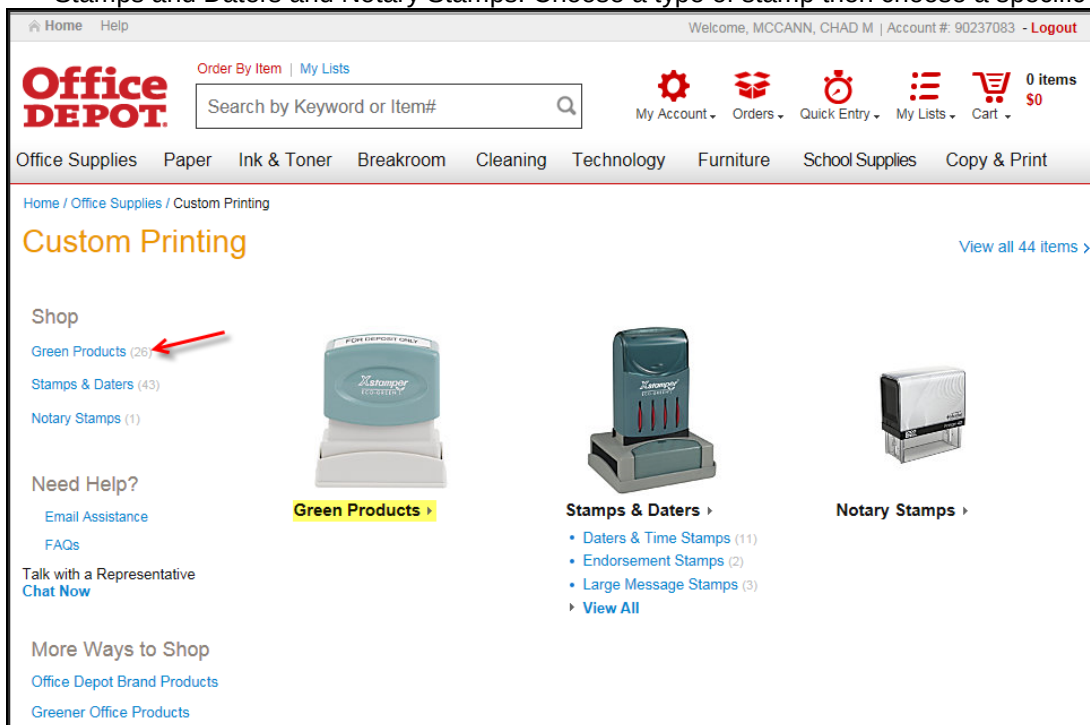
Custom Signature Stamps

The customer will need to sign a blank piece of copy paper in a space approximately 1" x 2". Scan the document and save the file to your computer in a pdf format.

1. To access the custom stamp catalog from the home page of the Office Depot website, click on Office Supplies → Custom Printing.



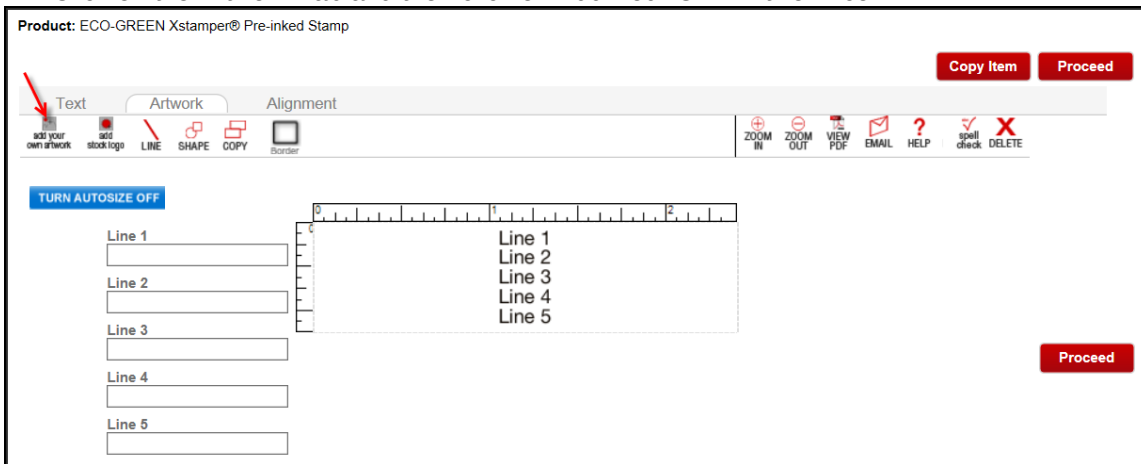
2. Within the Custom Printing program are three different types of custom stamps, Green Products, Stamps and Daters and Notary Stamps. Choose a type of stamp then choose a specific stamp.



3. All stamps can be customized to fit the customer's needs by clicking on the Customize button.



4. Click on the Artwork Tab and then click on Add Your Own Artwork icon.

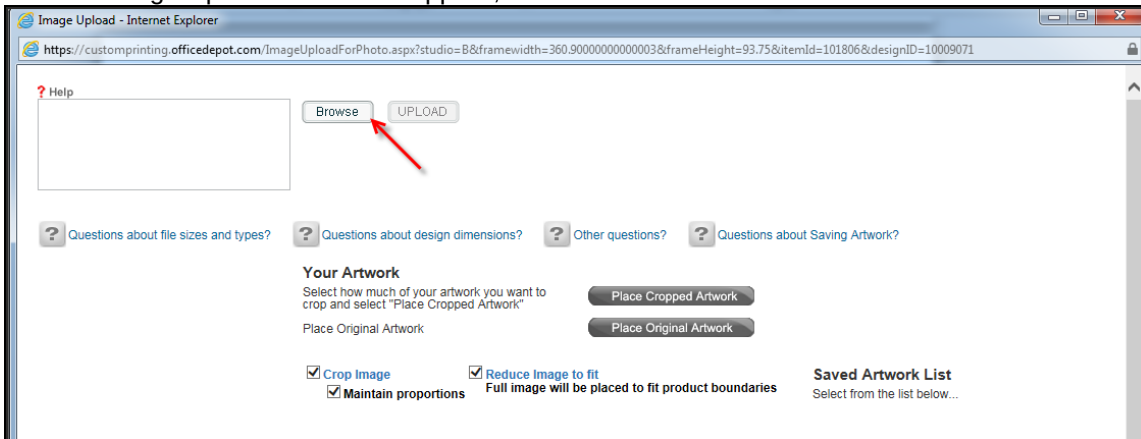


5. For best signature results, use a black felt tip pen and sign at least three times, scan the signature in black and white as a PDF with a minimum of 600 x 600 DPI.

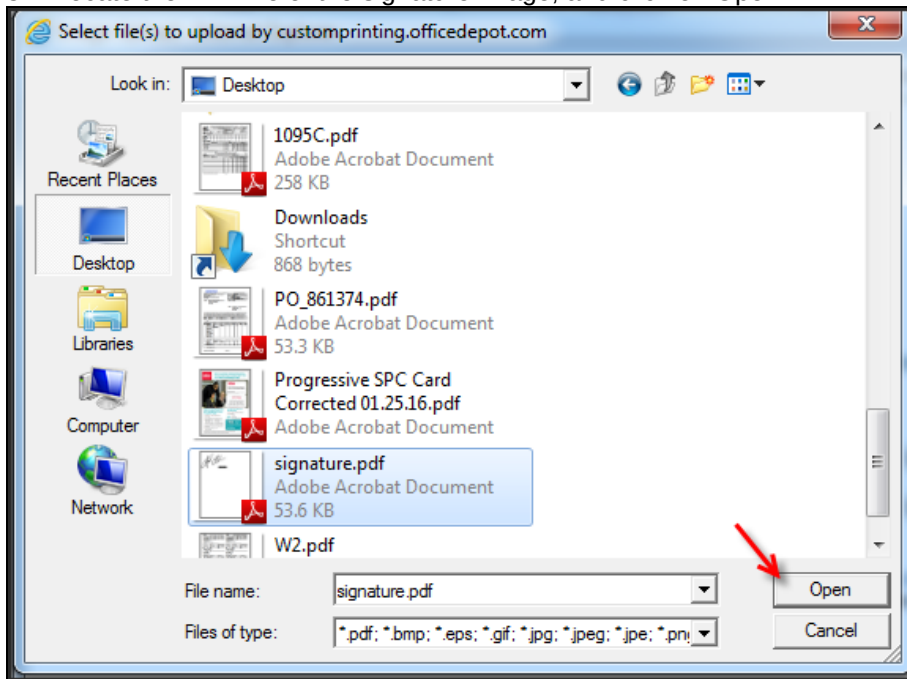


6. For instructions on how to setup a scanning folder for your Konica Minolta Bizhub machines, go to the [Konica Minolta](#) internal SharePoint site.

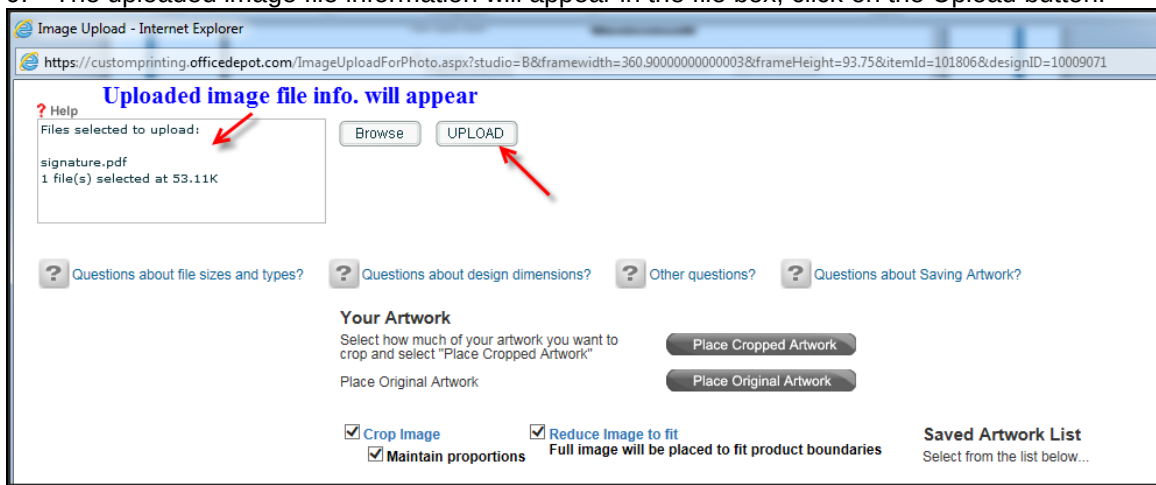
7. The Image Upload screen will appear, click on the Browse button.



8. Locate the PDF file of the signature image, and click on Open.



9. The uploaded image file information will appear in the file box, click on the Upload button.



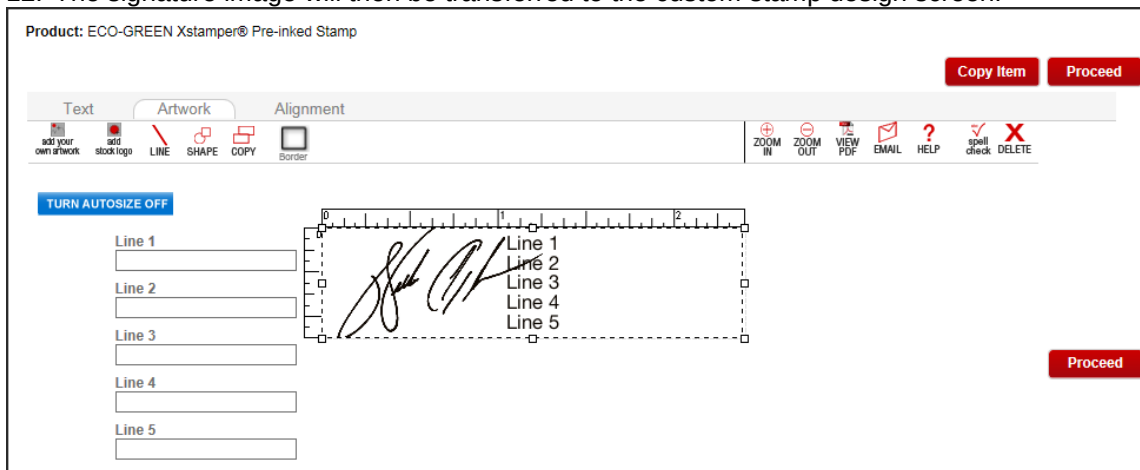
10. The signature image will now appear in lower half of the screen in light gray along with a crop field below the signature image. Place the crop field over the signature image.

The screenshot shows the 'Image Upload' page in Internet Explorer. The browser address bar displays the URL: <https://customprinting.officedepot.com/ImageUploadForPhoto.aspx?studio=B&framewidth=360.90000000000003&frameHeight=93.75&itemId=101806&designID=10009071&U>. The page features a 'Help' link, a 'Browse' button, and an 'UPLOAD' button. Below these are four question links: 'Questions about file sizes and types?', 'Questions about design dimensions?', 'Other questions?', and 'Questions about Saving Artwork?'. The 'Your Artwork' section includes instructions to select how much of the artwork to crop and select 'Place Cropped Artwork'. It also has a 'Place Original Artwork' button. There are two checkboxes: 'Crop Image' (checked) and 'Reduce Image to fit' (checked). The 'Crop Image' checkbox has a sub-option 'Maintain proportions' (checked). The 'Reduce Image to fit' checkbox has a note 'Full image will be placed to fit product boundaries'. To the right is a 'Saved Artwork List' section with the text 'Select from the list below...'. In the center, a signature image is displayed in light gray. Below it is a dashed rectangular crop field. A red arrow points from the text 'Place crop field over the signature' to the crop field.

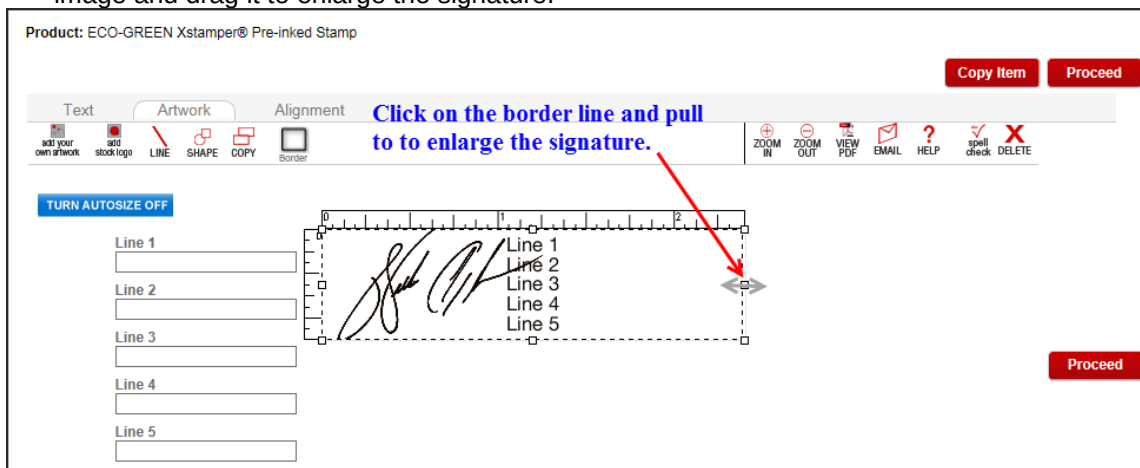
11. The signature image will then change color from light gray to black. Click on the Place Cropped Artwork button.

This screenshot shows the same 'Image Upload' page as the previous one, but with the signature image now in black. The 'Place Cropped Artwork' button is highlighted with a red arrow, indicating it should be clicked. The rest of the page layout, including the browser address bar, buttons, and checkboxes, remains the same.

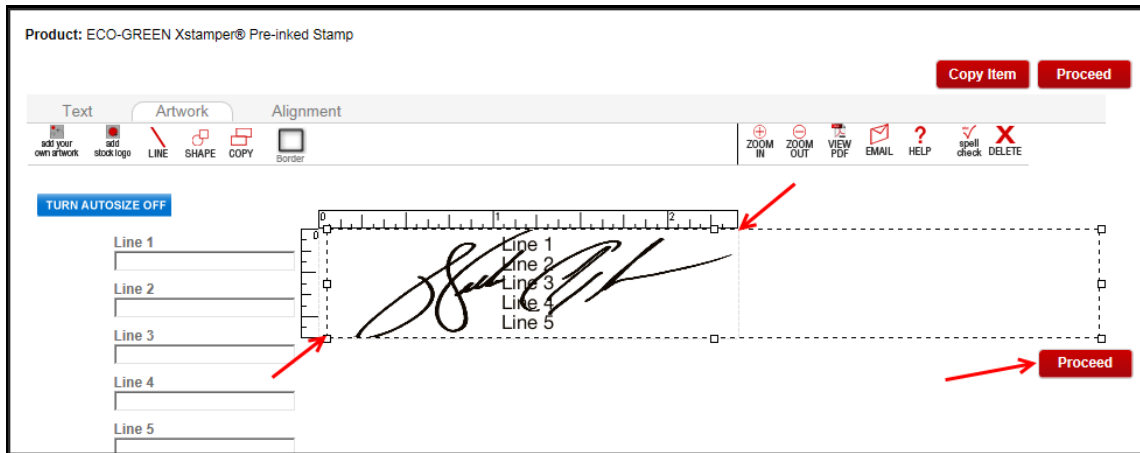
12. The signature image will then be transferred to the custom stamp design screen.



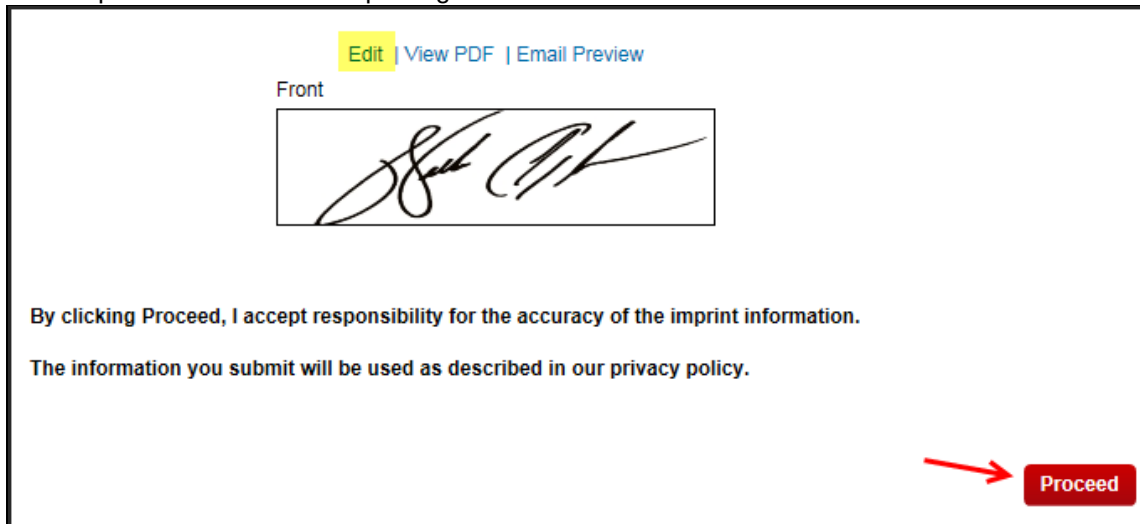
13. The signature image will most likely be scaled down and will not fill the majority of the stamp field area. To increase the size of the signature, left mouse click on the border line of the signature image and drag it to enlarge the signature.



14. Be sure the image of the signature stays within the boundary limits of the signature stamp outline.
Click the Proceed button.



15. An image proof of the stamp will appear. Verify the stamp is correct then click on the Proceed button. If you require a change to the stamp click on the Edit hyperlink which will take you back to the previous custom stamp design screen.



16. The Creative Options window will display. Populate the quantity of stamps and ink refills needed. Click on the Proceed button.

Creative Options

How many Stamps?

\$39.35 Each x

Enter Your Quantity

Would you like to add refill ink?

\$5.99 Each x

Enter Your Quantity

Item Total: \$39.35

Tax and discounts will be applied at checkout.

Proceed

Product Details:

ECO-GREEN Xstamper® Pre-inked Stamp
SKU:219481

Preview



Edit

[View PDF](#) | [Send Proof](#)

Proceed

17. Verify your order is correct and click on the Add to Cart button.

Success! Your ECO-GREEN Xstamper® Pre-inked Stamp has been customized!

ECO-GREEN Xstamper® Pre-inked Stamp

Preview



Delete | Edit

Item#: 219481

Quantity/Price: 1
Accessories: None Selected
[MAKE A COPY](#)
[View Proof](#)
[Email Proof](#)

SUBTOTAL: \$39.35

[ADD TO CART](#)

Other Products Suggested For You...

18. The order will then route back into the iProcurement system where you will check out and submit your order for approval and fulfillment.

PROGRESSIVE iProcurement

Shop Requisitions Receiving

Shopping Cart

Navigator Favorites

Shopping Cart Home Logout Preferences Help

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	ECO-GREEN Xstamper(R) Pre-Inked Medium Stamp, N12, 58 Recycled, 1 x 2 Impression		EACH	1	37.25 USD	37.25	
Total						37.25	

[Return to Shopping](#)

Save Checkout