

Progressive

Custom

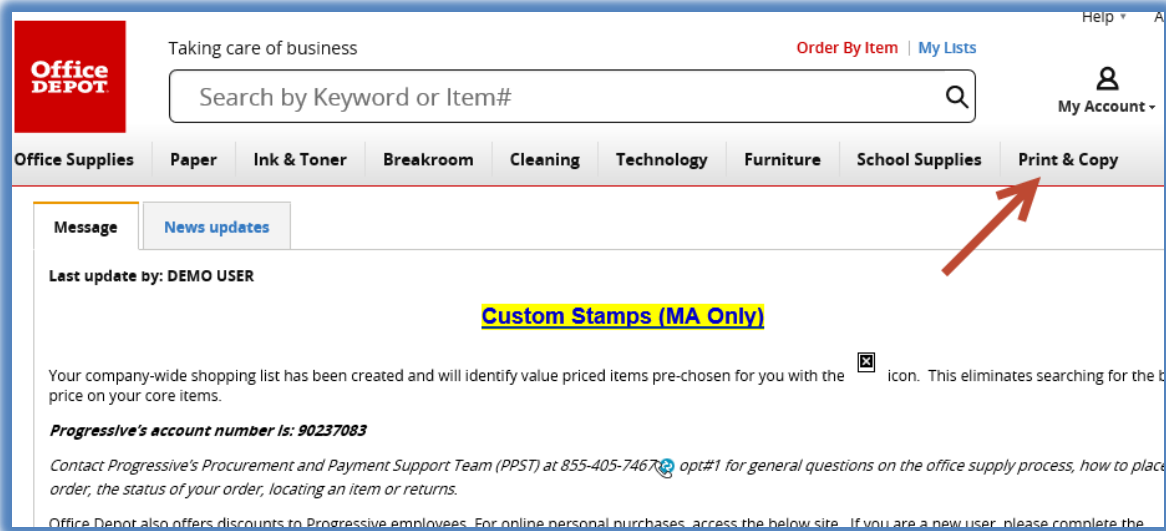
Signature Stamp

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 Print & Copy. Note link for Custom Stamps (MA Only) on home page.



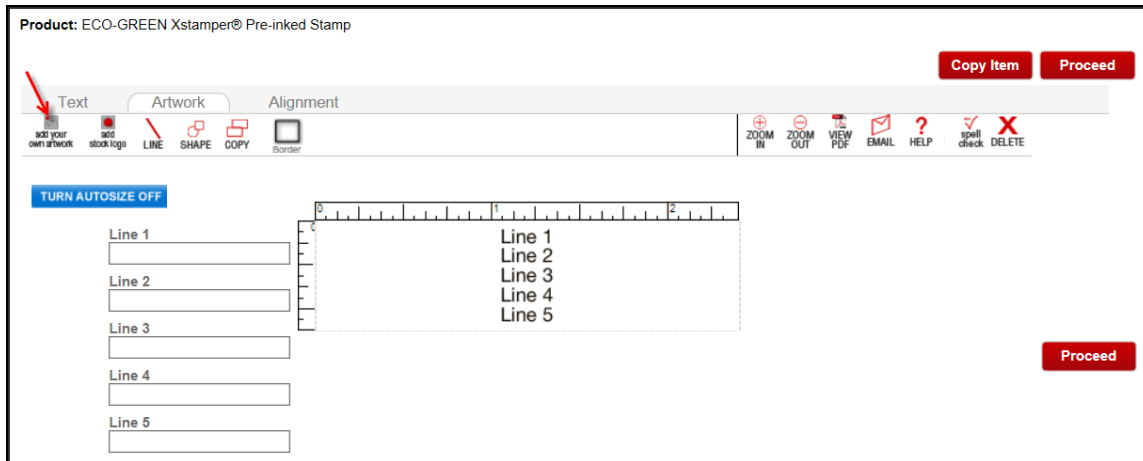
2. Within the Custom Printing program are various custom stamps. Choose the type of stamp that you would like to customize.



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.

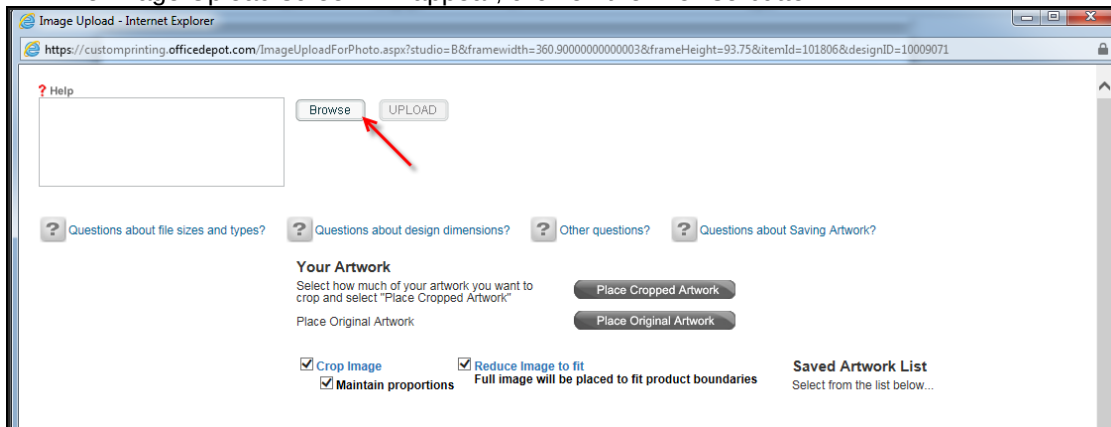


5. For best signature results, use a black felt tip pen and sign at least three times, scan the signature in black and white as a PDF with a minimum of 600 x 600 DPI.

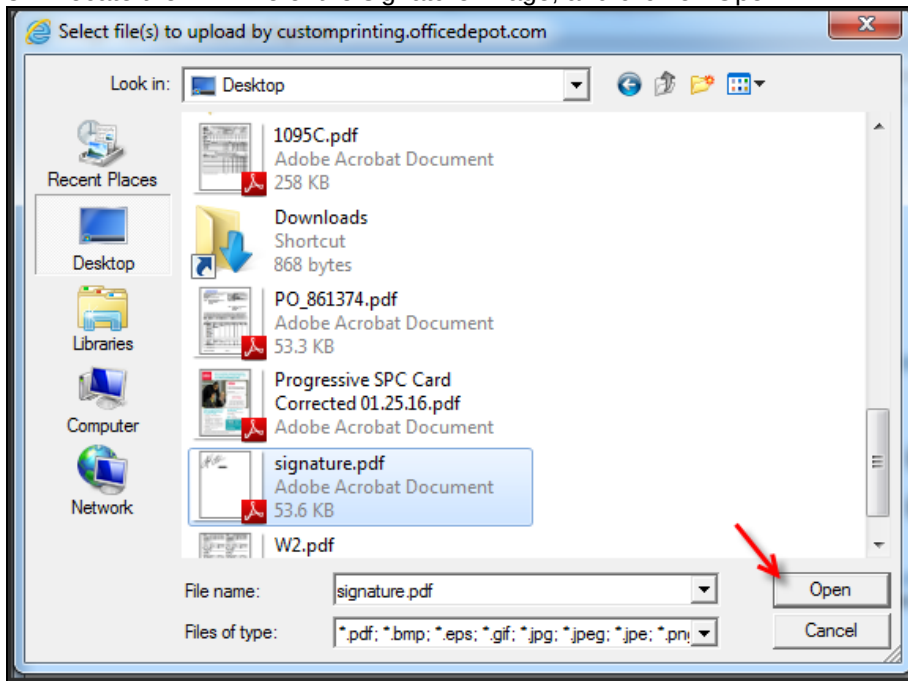


6. For instructions on how to setup a scanning folder for your Konica Minolta Bizhub machines, go to the [Konica Minolta](#) internal SharePoint site.

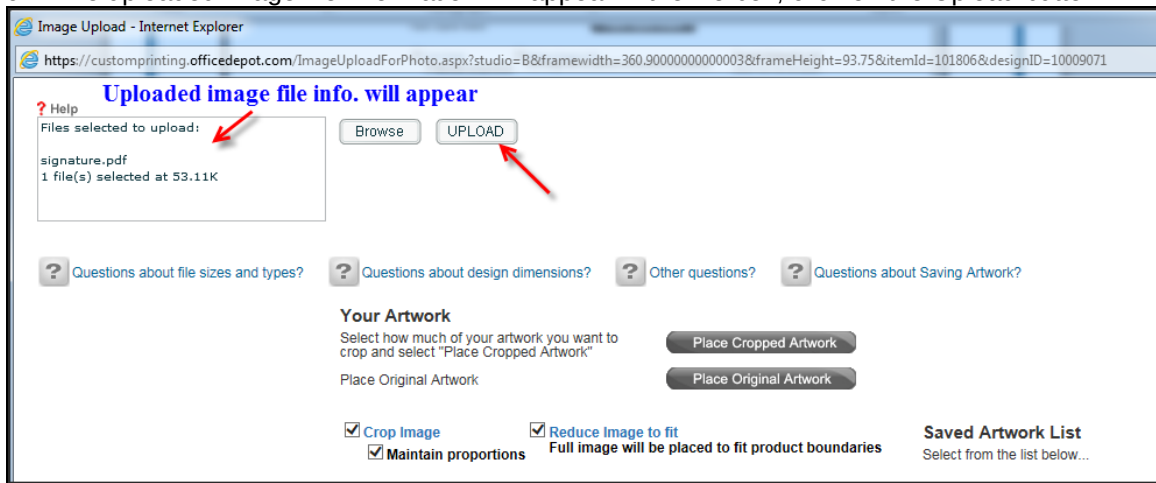
7. The Image Upload screen will appear, click on the Browse button.



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.

Image Upload - Internet Explorer
https://customprinting.officedepot.com/ImageUploadForPhoto.aspx?studio=B&framewidth=360.90000000000003&frameHeight=93.75&itemId=101806&designID=10009071&U

? Help

Browse UPLOAD

? Questions about file sizes and types? ? Questions about design dimensions? ? Other questions? ? Questions about Saving Artwork?

Your Artwork
Select how much of your artwork you want to crop and select "Place Cropped Artwork"
Place Original Artwork

Place Cropped Artwork
Place Original Artwork

☒ Crop Image ☒ Reduce Image to fit
☒ Maintain proportions Full image will be placed to fit product boundaries

Saved Artwork List
Select from the list below...

Place crop field over the signature

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

Image Upload - Internet Explorer
https://customprinting.officedepot.com/ImageUploadForPhoto.aspx?studio=B&framewidth=360.90000000000003&frameHeight=93.75&itemId=101806&designID=10009071&U

? Help

Browse UPLOAD

? Questions about file sizes and types? ? Questions about design dimensions? ? Other questions? ? Questions about Saving Artwork?

Your Artwork
Select how much of your artwork you want to crop and select "Place Cropped Artwork"
Place Original Artwork

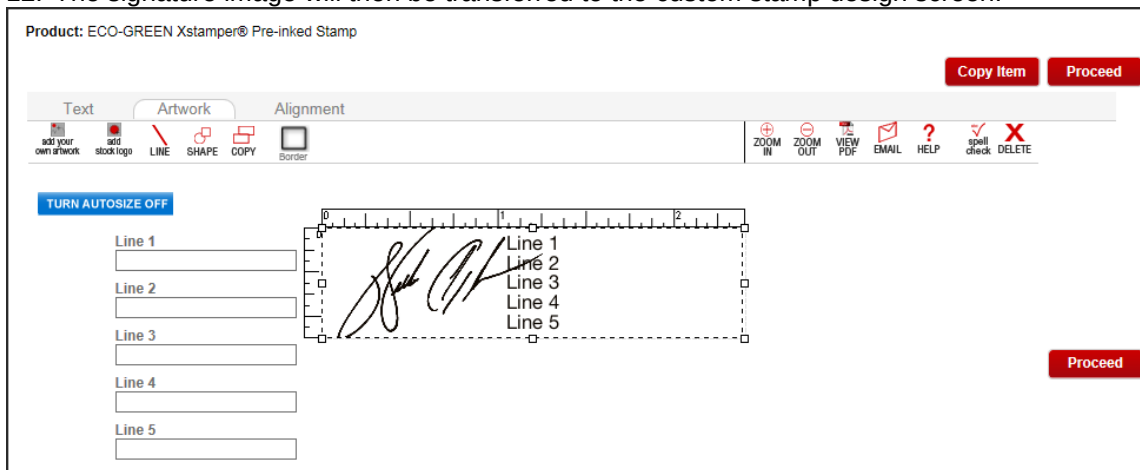
Place Cropped Artwork
Place Original Artwork

☒ Crop Image ☒ Reduce Image to fit
☒ Maintain proportions Full image will be placed to fit product boundaries

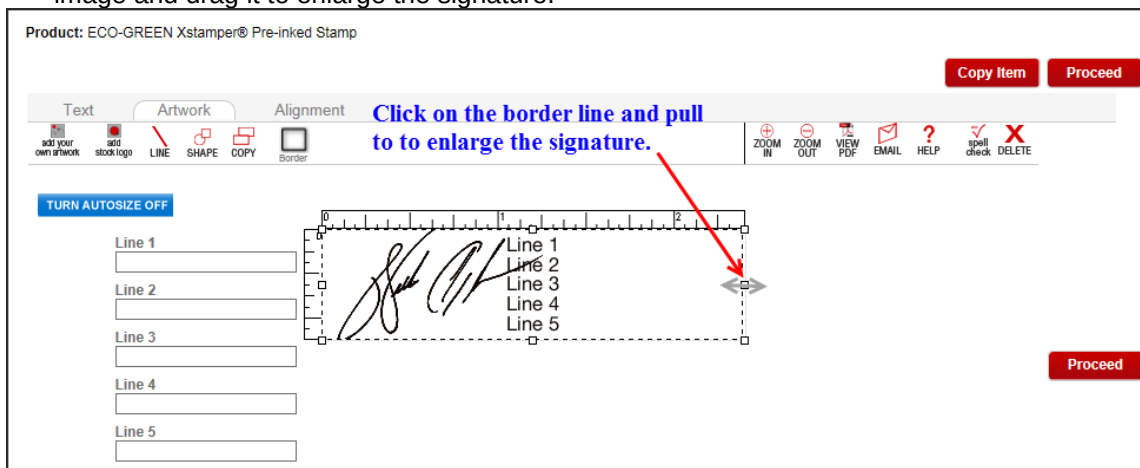
Saved Artwork List
Select from the list below...

Place Cropped Artwork

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.

Product: ECO-GREEN Xstamper® Pre-linked Stamp

Copy Item Proceed

Text Artwork Alignment

add your own artwork add stock logo LINE SHAPE COPY border ZOOM IN ZOOM OUT VIEW PDF EMAIL HELP spell check DELETE

TURN AUTOSIZE OFF

Line 1
Line 2
Line 3
Line 4
Line 5

Line 1
Line 2
Line 3
Line 4
Line 5

Proceed

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.

Edit | View PDF | Email Preview

Front

By clicking Proceed, I accept responsibility for the accuracy of the imprint information.

The information you submit will be used as described in our privacy policy.

Proceed

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

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
Navigator Favorites Shopping Cart Home Logout Preferences Help

Shopping Cart

[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](#)