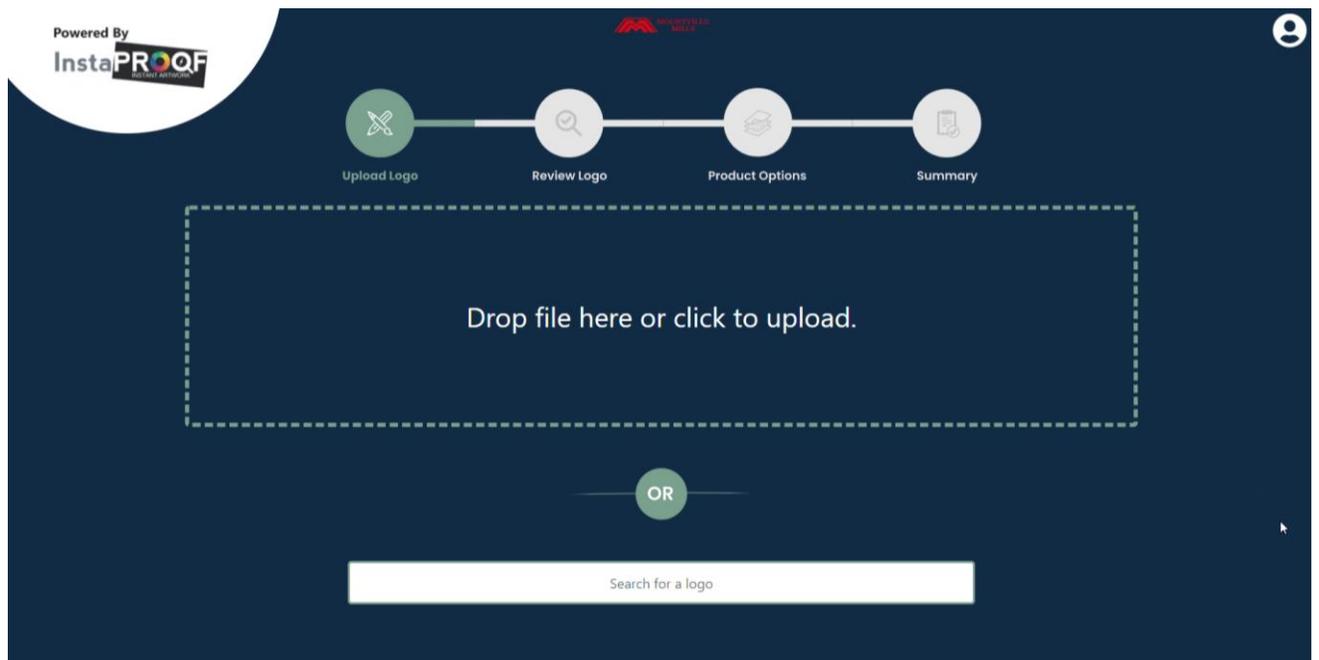


Design Request Guide

Step 1: Upload your logo



There are 2 ways to insert your custom logo:

1. **Search:** Type the name of your company to search for a logo or artwork. This will give you a selection of logo's found around the web.



2. **Upload:** If you have your logo file ready, simply drag and drop your logo file to Instaproof or click to upload your logo.

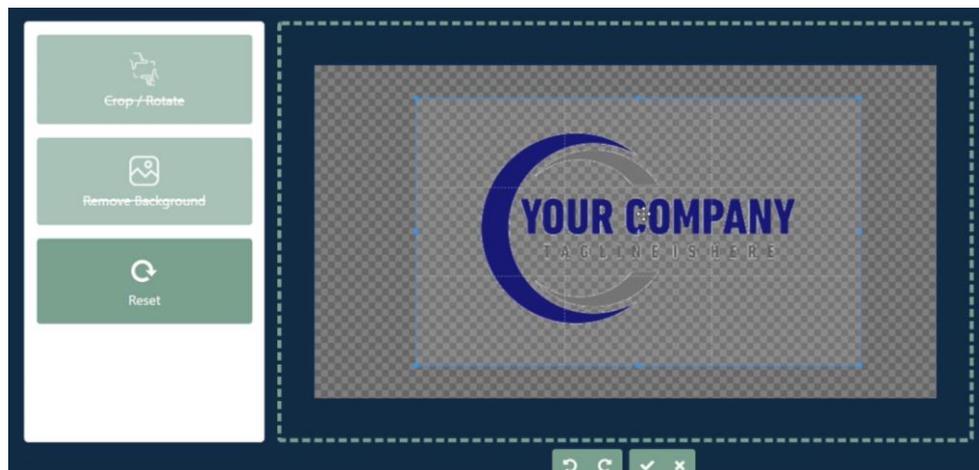


Click "Next" to proceed to the next step.

Step 2: Review your logo

Crop / rotate your logo or artwork

From the toolbar, select 'Crop / rotate' to crop and straighten your logo or artwork. You can draw a new cropping area around your artwork or drag the corner and edge handles to specify the crop boundaries in your artwork.



Remove background

Click on 'remove background' to automatically remove the background color from your logo or artwork. This will result in a transparent background for your logo.



Reset

If you made a mistake or want start over, you can simply click the 'Reset' button to start from scratch.

Click "Next" to proceed to the next step.

Step 3: Product options

Product

Select your desired product from the available range of logo mats.

Size

The 6 most popular sizes will be displayed. Additional sizes and special sizes can be found under “more sizes”. The simulation will display the chosen size.



Orientation

Change your product orientation if necessary. You can choose between a landscape and a portrait orientation.

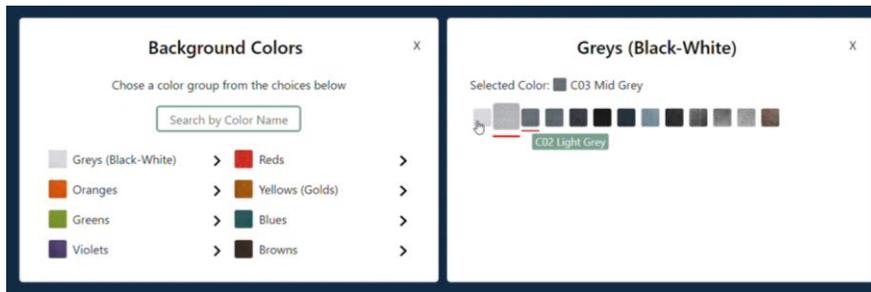


Background color

You can choose the background color by clicking on the “background” button.



Simply select a color group between the available color group options, then select a specific color you want to apply. You can also search by color name if you know the particular color you're looking for.



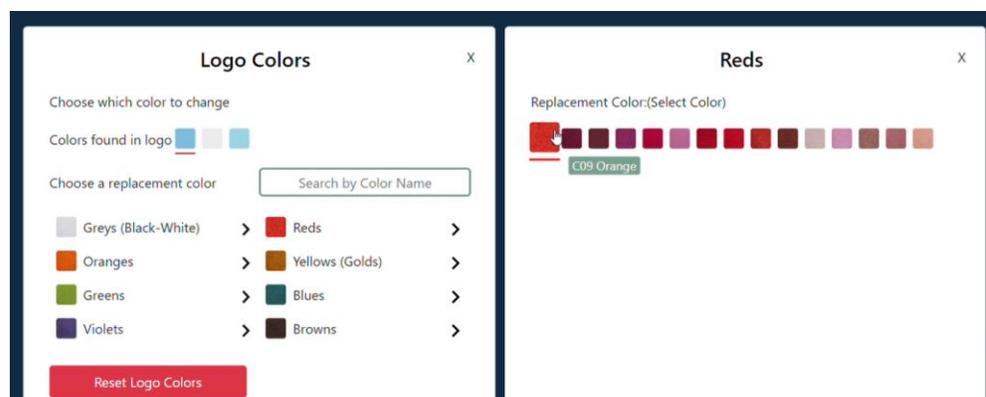
Logo color

You have 2 options to choose from.



- Designer's choice:** our designers will pick the colors from the logo from our color range.
- Our tool can automatically detect the colors that are used in the logo and allow you to change them. Click the **"Designer's choice"** button and you will be given the option to select the colors you would like the logo to be.

Simply select a color group between the available color group options, then select a specific color you want to apply. You can also search by color name or number if you know the particular color you're looking for.



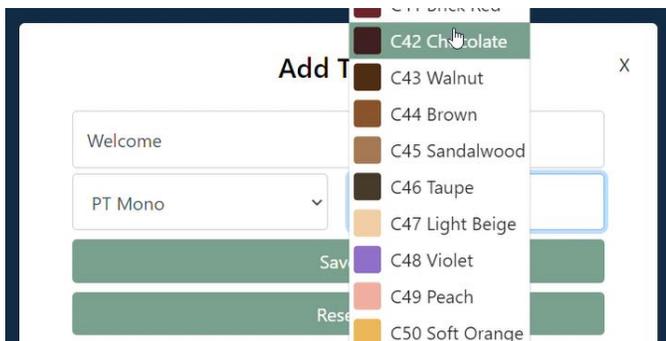
If you are satisfied with the result, you can go to the next step.

Add text

If you would like to add additional text, you can use the “Text” pane. Just click on “Add text” and a little text box will be added to your artwork.



You can change the font style, the font color, move or scale your text. Once you know what you'd like to say and how you want to position your text click “Save” and go to the next step.



All the design are standard with rubber border. If you would like to remove these just click “Remove”.



Click “Next” to proceed to the next step.

Step 4: Summary

You can now see a summary of the information that you provided.



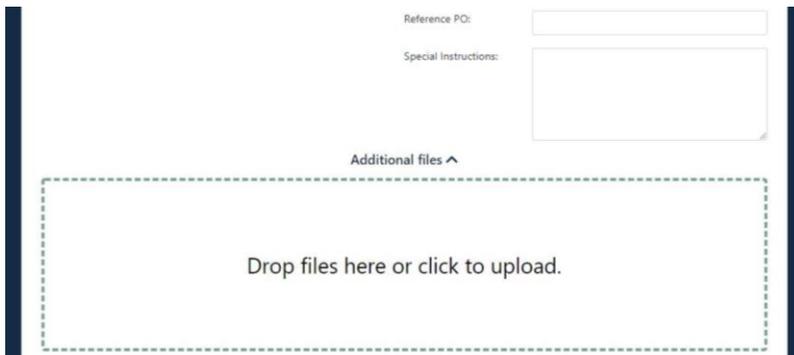
The summary screen displays a preview of a logo on the left and a list of design specifications on the right. The logo is a green square with a stylized 'M' shape in orange and blue, and the text 'ABC COMPANY' below it. The specifications are as follows:

Summary	
Name:	generic company
Style:	ColorStar Logo
Size:	85 x 150
Size Note:	None
Border:	With Rubber Border
Background:	C14 Limegreen
Logo:	C09 Orange C22 Cobalt Blue
Corners:	Square

In the summary you can add or edit your design name.

If you have an internal reference that you would like to appear on the sketch you can fill out the “reference PO field”.

If you have additional instructions for designers you can fill out the “special instructions” field as well as add additional files in the “additional files field”.

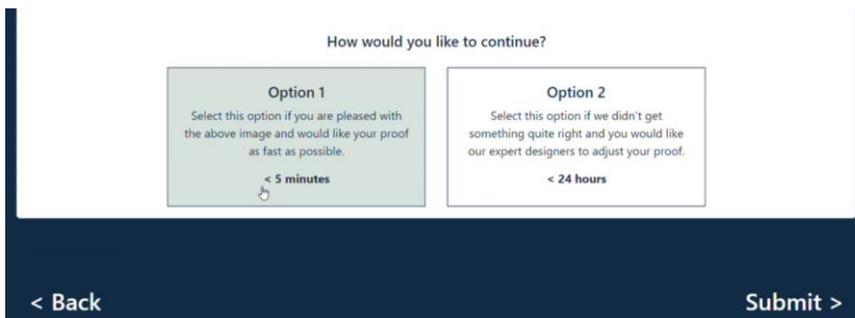


This form section includes three input areas: a text box for 'Reference PO:', a larger text box for 'Special Instructions:', and a file upload area labeled 'Additional files ^'. The file upload area contains a dashed border and the text 'Drop files here or click to upload.'

Submit your design

Option 1: Select this option if you are pleased with the preview and would like your proof as fast as possible. This option will take less than 5 minutes. What you see is what you get. When ordering this sketch our designers will review the artwork.

Option 2: Select this option if we didn't get something quite right or if you had additional instructions and you would like one of our expert designers to adjust your proof. The result will be sent as quickly as possible.



The submission screen is titled 'How would you like to continue?' and features two options:

- Option 1:** Select this option if you are pleased with the above image and would like your proof as fast as possible. < 5 minutes
- Option 2:** Select this option if we didn't get something quite right and you would like our expert designers to adjust your proof. < 24 hours

Navigation buttons are located at the bottom: '< Back' on the left and 'Submit >' on the right.