1. Begin by going to the OSU Printing & Mailing website: printmail.oregonstate.edu and select “Design Online”.

2. If you have already registered for ordering business cards, use your existing log in.
3. If you are a new user, select the “New Users Register Here” link. Enter your information on the form. Check for your proper department carefully. If you do not see your department listed, contact us at Digital Printing to have it added.

4. The first page you will see is the “Home Page”. You may then select the “Catalog” tab from the menu along the top.

5. Once in the catalog, you will see a new category below the Business Cards:

   **IMC Print Templates**
6. Once in the IMC Print Templates category you may choose from
   • Poster (11”x17”) and Fliers (8.5”x11”)
   • Table Top Fliers (4”x6”)
   • Bookmarks (2.5”x8”)
   • Ads in various sizes available for download

(Postcards, brochures and more to come!)

7. Choose your category and view the templates to find the one that best fits your needs.

(InDesign, Publisher and Word versions of these templates that allow more versatility are available for download at the Integrated Marketing Communications website if these don’t meet your needs.)
8. Selecting the item will take you to the form. Here you can choose background colors, font colors, choose or upload photos, and enter your information.

9. The form features a variety of types of fields - text entry, photo gallery, upload options, and text editor. Once you have entered information in any required fields (Noted by “**”) you may select the green refresh button and view a proof. Continuing editing and re-proofing until you have the desired finished piece.
10. Uploading Photos: Where you have the option of photo placement, you may choose from a gallery or upload your own. When uploading your own photo, the screen will show you the proportional sizing. You must upload a 200dpi or higher graphic. The system shows the adjusted dpi as you zoom in or out.

11. In areas for multi-line text, you have a text editor. The text editor allows you to set your own returns, justification and other formatting options including a spell check tool.
12. You are required to give us your contact information and the date needed. You can also enter any special instructions or concerns about your proof. You will have another area to enter specific shipping information and index in another area.

13. Once your information is complete, select the green refresh button to proof (required).
14. To view a larger proof, select the Acrobat icon, which is next to the green proof icon. This low resolution PDF is for viewing purposes only.

15. When complete, enter your desired quantity, check the agreement box, and “Add to Cart”.

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16. From your shopping cart you may order more items by selecting “Catalog” from the menu along the top, or “Back to Catalog”. If you are done ordering, select “Checkout”.

The Checkout process consists of three steps:
Shipping > Billing > Confirm Order

17. SHIPPING. Select your desired “Ship to” location. If the default isn’t what you want, select change address to choose from an address book, or enter the address on the right side. Also select your ship method. (You may need to “recalculate” if you change it from the default method.)
18. BILLING. Use the same steps as shipping to enter the billing address. Enter your Index Code in the window and select “Search”. When using an Activity Code, if it is in the database it will show alongside the Index, otherwise you will need to add it (Step 20). No Activity Code is indicated by “0000”.

19. If the Index number exists in our current database, you can then select it in the pop up window and click “OK” and it will populate alongside your items in the form below.

20. If you receive the message “No results found…” select “Cancel”, then select the “Add/Modify” button. Enter your Index and Activity Code (if applicable). If you do not have an Activity Code, please enter 0000 in that field. You are adding to the database. Once added, it will be available for future orders. To select it, you need to enter it and search again (steps 18 & 19) to select it for this order.
21. CONFIRM ORDER. This is a last opportunity to review your order. If everything looks OK, select “Complete Order”.

22. ORDER MANAGER: You may review the status of current orders and look up and reorder past orders by entering a date range, and searching. You have the option of searching by item or by order.
Stay Tuned....

Cross Media Solutions

OSU Printing and Mailing is excited to offer Cross Media Solutions!

Reach out to targeted audiences through a variety of media platforms with our cross media solutions. Whether it’s print, web, email, or mobile using QR codes you can now deliver relevant and consistent marketing to your audience through the media type they prefer.

PERSONALIZED URLS (PURLS): Personalized marketing campaign creation and management. Create personalized marketing pieces and microsites that include unique names and targeted text and images based on customer-specific data and business logic.

EMAIL: Regardless of your department or organizations size, industry or resource limitations, we can help you create and deliver personalized, targeted messages to your subscribers that will drive engagement and return on investment.

Contact OSU Printing and Mailing to see how we can combine these capabilities to create a targeted, highly personalized campaign to reach your desired audience.