

## How to order stamps easily

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# 1. The first steps

## 1.1. Where is the best place to start?

You have several options to choose from to place your online order:

- Express Order
- Order via Product Catalog
- Product Recommendations
- Search Functionality

The screenshot shows the Trodat website homepage with several key elements highlighted by numbered callouts:

- 1:** The main banner area featuring the Trodat logo, the tagline "CREATING ORIGINALS", and a shopping basket icon indicating "Your basket contains: 0 item(s)".
- 2:** The "Home" and "Catalog" navigation links in the top left corner.
- 3:** The "Best Sellers!" section, which includes three product listings: "5205 Professional" (Price: \$ 44.21), "UM-12 - Pre-inked Stamp" (Price: \$ 26.21), and "Original Printy 4.0 - 4913" (Price: \$ 19.46). Each listing includes a product image and a "Next" button.
- 4:** The "Search" functionality in the top right corner.

Other visible content on the page includes:

- Welcome!** A message: "Welcome to our online stamp and sign shop where in 4 easy steps you can order your custom product."
- Express Order:** A large section titled "CREATE YOUR OWN CUSTOM STAMP" featuring a woman's face and the text "4 EASY STEPS!".
- Express Catalog:** A list of categories: "Rubber Stamps" (rectangular, round, rect. dater, round dater).
- Product Catalog:** A list of categories: "Custom Rubber Stamps for the Office" (Message Stamps, Date Stamps, Numberers), "Custom Rubber Stamps for the Home and On the Move" (Message Stamps, Date Stamps), "Rubber Stamp Accessories" (Trodat Refill Ink, Ultimark Refill Ink, Trodat (Replacement Pads)), "Seals and Embossers" (Desk and Pocket Embossers), and "Desk and Wall Holders, Plates and Badges" (Desk Holders w/Plates, Wall Holders w/Plates, Name Badges, Plates Only).
- Categories:** A list of categories: "Custom Rubber Stamps for the Office", "Custom Rubber Stamps for the Home and On the Move", "Rubber Stamp Accessories", "Seals and Embossers", "Desk and Wall Holders, Plates and Badges".
- About Trodat Stamps:** A text block stating: "Trodat Stamps are the best-selling and highest quality stamps available in today's market. Find the perfect rubber stamp for the office, home or on the move!"

At the bottom of the page, there is a "Online Shop" logo, a copyright notice "Copyright © 2013, Trodat GmbH ALL RIGHTS RESERVED", and a "powered by uTypia" logo.

### **1. Express Order**

The Express Order feature allows you to order your product in just 4 easy steps! You immediately begin designing your text layout - the best products available to meet your requirements are available for you to select from.

### **2. Order via the Product Catalog**

If you already know which product you need, the best way to start is to order through the catalog. Select the product you need as you navigate through the catalog. Select an appropriate product variable and design the layout in the custom wizard.

### **3. Product Recommendations**

If you are looking for a popular product, you can click from one of the choices under the BEST SELLERS category and continue with the order process.

### **4. Search Functionality**

This functionality (in the upper area of the shop), allows you to fill in keywords and search for a specific product.

## 2. Express Order

...from the text to the product

The Express Order feature takes you in a few easy steps from your layout to the suggested product selection. You begin by choosing an editable template. You can insert text, change fonts and font size, insert logos or add a border.....the entire time being able to preview your layout. Once you are satisfied with your layout, the best products available to meet your requirements are shown for you to select from.

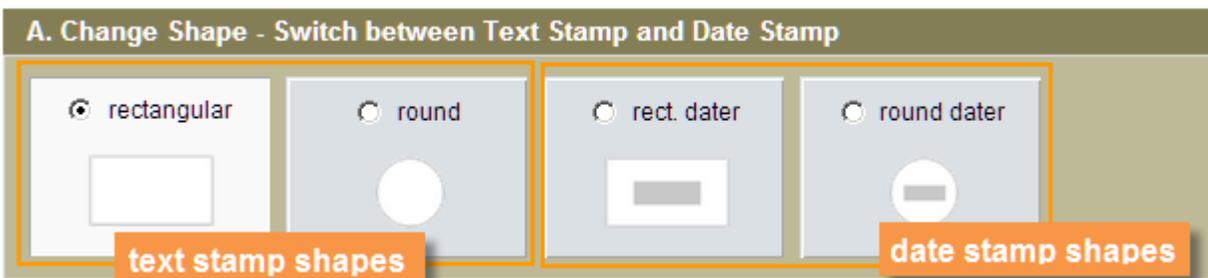
The Express Order feature is the perfect way to place your order quickly and guides you if you are not sure initially which product is the right one for you.

### 2.1. “Choose a Template” Page

This is the first step in the order process. Here you can choose the type of layout you need and select an already designed, editable template which will make it easier for you to create your layout.

#### 2.1.1. Change Shape

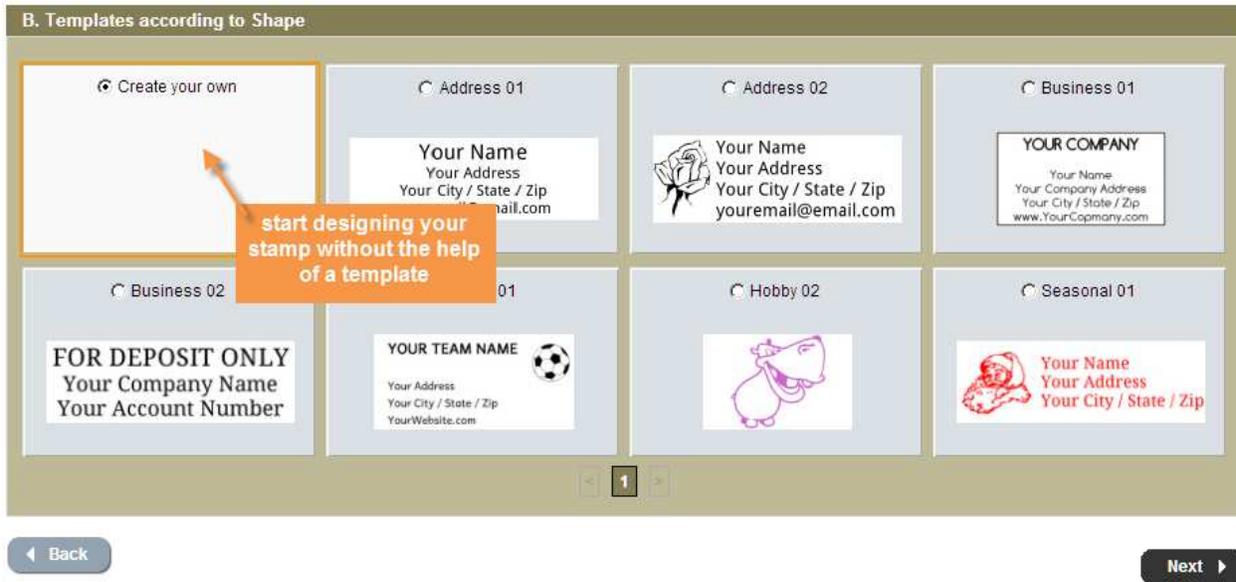
In the upper part of the page you have the option to choose from a text stamp or a date stamp. You will also select which shape the imprint should have.



#### 2.1.2. Templates according to your Shape

This section shows you templates which correspond to the shape you chose. All of the templates are editable in the next step. You will be able to change the text, upload your own images or choose one from our library, change the number of lines needed as well as the formatting and positioning.

If you prefer to start without the help of a template, you can select the first sample, Create Your Own.



When you are done with your selection click on NEXT.

## 2.2. Create your Design

You are now in the custom wizard where you can design your layout. Here you can easily edit text, insert logos, add a border or special formatting. The custom wizard consists of several features.

### 2.2.1. Layout Preview



In the preview window you can view your layout. The preview will be updated automatically while typing in the text. The actual height and width of your layout is shown.

On the upper right side you have the option to change the Zoom to allow for the layout preview to be larger or smaller. Please note that if templates are very small, they automatically may be shown at 200% zoom. If you set the zoom to 100%,

you will see an approximate illustration of the layout size. Due to different monitor sizes and resolutions, the view on your computer screen might be slightly different to the one you receive.

To view the actual size of the layout, please use the Layout Proof PDF functionality. From there, the layout can also be printed and saved.

### 2.2.2. Edit Text

Here you have the option to insert or edit text for your layout.

The screenshot shows a web interface titled "Insert / edit text". It features a grid of controls for editing text. On the left, there are five text input fields with placeholder text: "Your Name", "Your Address", "Your City / State / Zip", "youremail@email.com", and two empty fields. Below these is a "Lines:" dropdown set to "6". To the right, there are five rows of controls for font, size, and style. Each row has a "Font" dropdown (all set to "Droid Sans"), a "Size" dropdown (all set to "11"), and three style buttons: "B" (Bold), "I" (Italic), and "U" (Underline). At the bottom, there is an "all lines:" dropdown and another "Size" dropdown set to "11".

#### Insert/Edit Text

If you choose the Create Your Own template in the previous step, there will be no text in the text input fields. You can now enter your text. If you choose a previously designed editable template, you will find sample text in the input fields which you can select and overwrite or delete.

#### Font, Size, Style

Choose a font type, a font size and a style (Bold, Italic, and Underlined). You can change these settings per line.

#### Lines

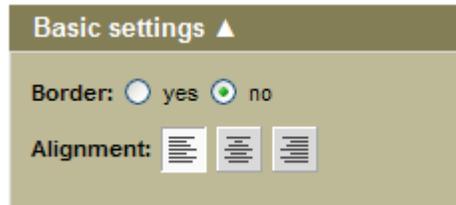
Here you can change the number of lines for your layout. Click on one of the arrows or overwrite it.

#### All Lines

If you want to have the same font, font size or style for all the lines, then use this functionality. It will automatically change ALL lines to your selection.

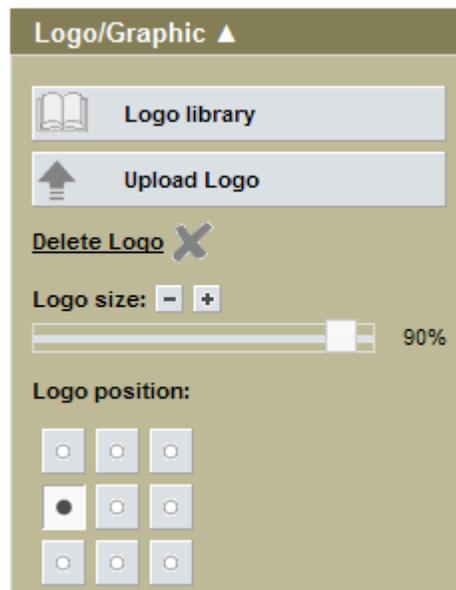
### 2.2.3. Basic Settings

In the basic settings area you define the alignment of the text in the layout as well as if you want to add a border and the ink color (for self-inking or pre-inked stamps)



### 2.2.4. Logo / Graphic

In this area you can insert a logo in your layout or you can exchange an existing logo with another one.



You have 2 options to insert a logo:

#### 1. Logo library

Click the button "Logo library" to select from a large variety of logos.

#### 2. Upload Logo

Use the "Upload Logo" button, to upload your own logo or image. The recommended graphic attributes are: BMP, min. 300 dpi, 1 bit color depth. This will assure you the highest quality finished product. You can find further information and possible formats in the section "Graphics Upload – Recommendations".

To delete a logo, click .

**Logo Size:**

To adjust the size of a logo, move the scaling slider in the desired direction, or use the +/- buttons to change the size in smaller increments.

**Logo Positioning:**

In the "Logo positioning" area there are 9 buttons you can use to quickly position the logo within your layout.

### 2.2.5. Impression Size

In this area you can define the size your layout should be.

**Automatic:**

This is the default option. If "Automatic" is activated, the layout size automatically adapts to your text and logo input. The more text you enter, the bigger font size you use, the bigger the logo you insert, the bigger your layout impression will be.

**Custom:**

Here you have the possibility to set the layout size to a specific height and width. This especially makes sense in the case of rubber stamps that are used for forms where your impression must fit within a specific area. If the text you insert is too big, the text lines automatically will be optimized to the largest possible layout size.

### 2.3. Choose your Mount

Select an appropriate product for your layout!

You are now finished with the design of your layout. Based on the layout size, the shop will suggest appropriate product sizes and variables. According to your desired application you should choose the best product for your needs.

Back

Your design fits to the following products. Please make a selection

Next

Choose your product

Your design fits to the following products - please make a selection

BEST Self-Inking Stamp for the Office



5204 Professional

5204 Professional  
Imprint size max. 1 x 2-3/8

Price: \$ 42.71

Quantity:

BEST Pre-Inked Stamp for the Office



UM-10 - Pre-Inked Stamp

UM-10 - Pre-Inked Stamp  
Imprint Area 13/16 x 2-5/16.

If the product you have requested is not available, this like product will be substituted for your convenience.

Price: \$ 25.46

Quantity:

BEST Self-Inking Stamp for the Home



Original Printy 4.0 - 4913

Original Printy 4.0 - 4913  
Plate size max. 7/8 x 2 3/8.  
The highest quality self-inker available:  
- Climate-neutral. As standard. / ECO Friendly

If the product you have requested is not available, this like product will be substituted for your convenience.

Price: \$ 19.46

Quantity:

Select your product by clicking the box, when you are done with your selection, click on NEXT.

## 3. Ordering through the Product Catalog

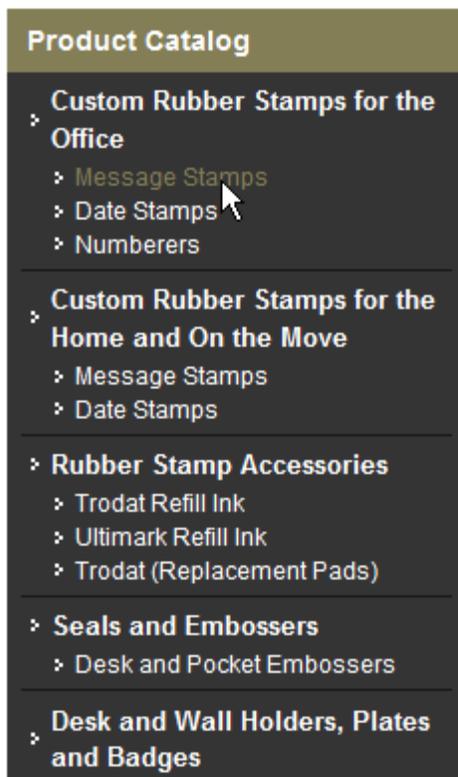
If you already know which product you need then ordering through the Product Catalog is the best option you. The navigation menu allows you to browse through the catalog and search for the specific product that fits your requirements.

Once you choose a product, (if applicable) the shop will suggest editable templates for you to choose from. Otherwise you can select an empty template and start from scratch. You can edit text, change fonts and font sizes; you can insert logos and add borders - all while previewing your custom layout.

### 3.1. Product Selection

This is the first step in the order process. You can browse the online catalog until you find the desired item.

From the Product Catalog section on the homepage choose your category:



Next choose the appropriate sub-category:

Choose a Category

**BEST Self-Inking Stamp for the Office**  
Heavy duty, metal self-inking stamps. Company or address stamp, also available with company logo - a Professional Line stamp with built-in ink pad. Several sizes and ink colors available for any application.

Next ▶

**BEST Pre-Inked Stamp for the Office**  
Just Press and Print! It's that simple with Ultimark pre-inked stamps. You don't need a separate stamp pad because the ink is in the stamp. You'll get clean, crisp impressions every time. Completely re-inkable for years of stamping.

Next ▶

Last you choose the product:

Choose your product

**5200 Professional Stamp**  
Imprint size max. 1 x 1-5/8 [more...](#)  
Price: \$ 45.95

Quantity:  Next ▶

**5203 Professional Stamp**  
Imprint size max. 1-1/8 x 2 [more...](#)  
Price: \$ 49.95

Quantity:  Next ▶

**5204 Professional Stamp**  
Imprint size max. 1 x 2-3/8 [more...](#)  
Price: \$ 56.95

Quantity:  Next ▶

If you want to order more than one of the same product, you will change your quantity here or you can do it in the shopping cart.

If you choose a non-customizable product (Example: Replacement Pads), this is where you will choose the variable for this product (Example: Ink Color).



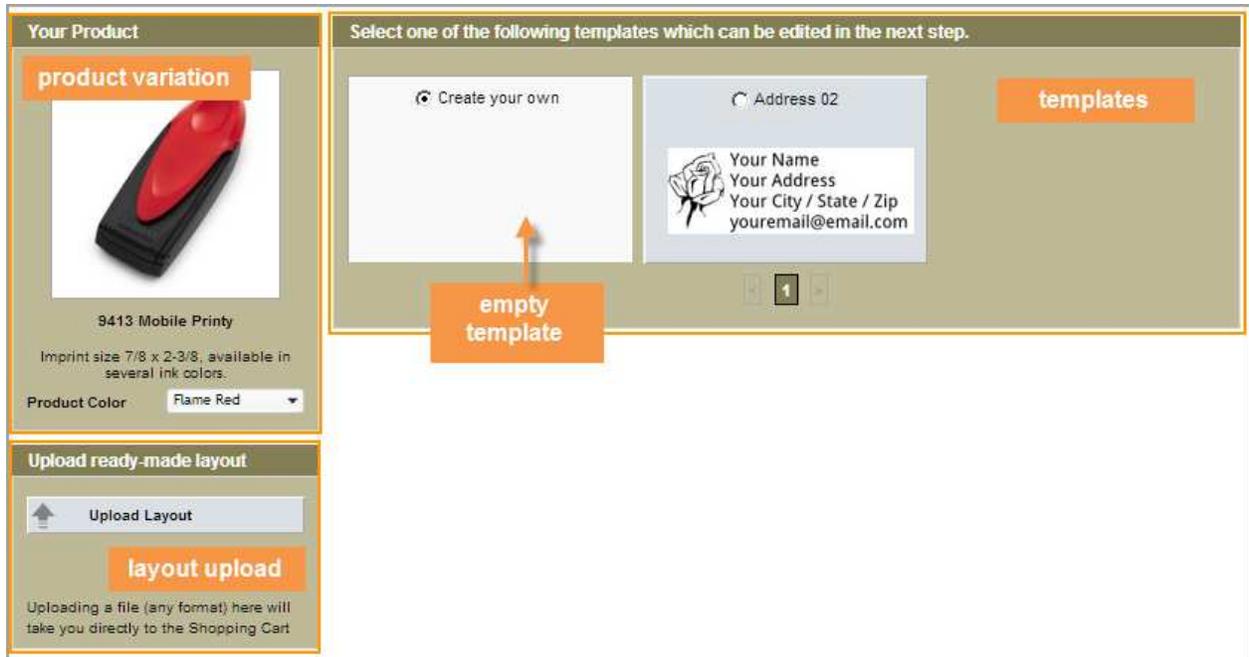
To continue click NEXT

### 3.2. Select a Template

If you choose a custom product you will be taken to the template page.

#### 3.2.1. Templates

Here you can choose an "empty template" and create your own or select one of the pre-defined editable templates which can help you design your layout.



## Empty Template

Using an "empty template" allows you to create your layout from scratch. You can insert your text, choose a font type and size, insert logos or add borders - all while previewing your custom layout.

## Existing Templates

If there are existing templates for your product, you have the option to choose one of these. The next step allows you to edit the template. You can change text, font sizes, images and borders until you are satisfied with the design of your layout.

### 3.2.2. Product Variation

In this area you can define and change the variables for your product.

### 3.2.3. Upload finished layout

If you already have a file containing your finished layout, you can upload it here. In the next step you will be taken directly to the shopping cart. You will not be able to edit the file you are submitting. We will receive the uploaded file as an attachment and process your order based on this information. If we have any questions we will contact you directly.

## 3.3. Create your Design

Now you are in the custom wizard. Here you can easily edit your text, insert logos, add borders and change formatting. The custom wizard consists of several areas:

The screenshot displays a multi-panel design wizard interface. On the left, a sidebar contains three main sections: 'Your Product' (3), 'Basic settings' (4), and 'Logo/Graphic' (5). The 'Your Product' section shows a red and black '9413 Mobile Printy' with an imprint size of 7/8 x 2-3/8 inches and an ink color of Black. The 'Basic settings' section includes options for 'Optimize' (yes/no), 'Border' (yes/no), and 'Alignment' (left/center/right). The 'Logo/Graphic' section has buttons for 'Logo library' and 'Upload Logo'. The main area is divided into two parts: 'Layout preview' (1) and 'Insert / edit text' (2). The 'Layout preview' shows a design on a white background with a rose logo and text: 'Your Name', 'Your Address', 'Your City / State / Zip', and 'youremail@email.com'. Dimensions are shown as 2.125 in wide and 0.750 in high. A zoom control is set to 200%. The 'Insert / edit text' panel has a table for editing text fields.

Text	Font	Size	Style
Your Name	Droid Sans	12	B I U
Your Address	Droid Sans	12	B I U
Your City / State / Zip	Droid Sans	12	B I U
youremail@email.com	Droid Sans	12	B I U
	Droid Sans	12	B I U
all lines:		12	B I U

### 3.3.1. Layout Preview



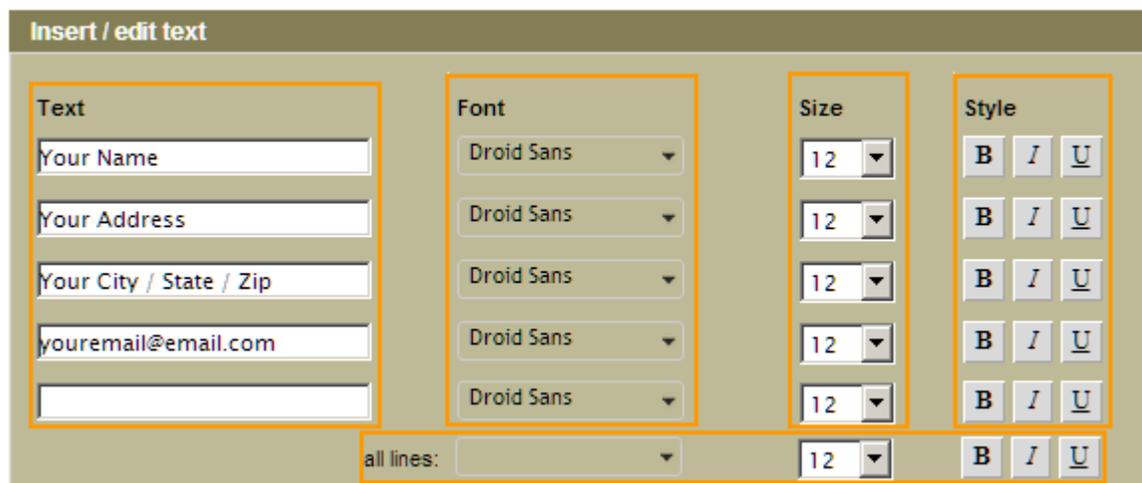
In the preview window you can view your layout.

On the upper right side you have the option to change the Zoom to allow for the layout preview to be larger or smaller. Please note that if templates are very small, they automatically may be shown at 200% zoom. If you set the zoom to 100%, you will see an approximate illustration of the layout size. Due to different monitor sizes and resolutions, the view on your computer screen might be slightly different to the one you receive.

To view the actual size of the layout, please use the Layout Proof PDF functionality. From there, the layout can also be printed.

### 3.3.2. Edit Text

Here you have the option to insert or edit text for your layout



### **Insert/Edit Text**

If you choose the empty template in the previous step, there will be no text in the text input fields. You can now enter your text. If you choose a previously designed editable template, you will find sample text in the input fields which you can select and overwrite or delete.

### **Font, Size, Style**

Choose a font type, a font size and a style (Bold, Italic, and Underlined). You can change these settings per line.

### **Lines**

Here you can change the number of lines for your layout. Click on one of the arrows or overwrite it.

### **All Lines**

If you want to have the same font, font size or style for all the lines, then use this functionality. It will automatically change ALL lines to your selection.

### **3.3.3. Product Variant**

Here you can see the selected product and more information about size and price. You can also choose the desired variant (Ex.: Ink Color).

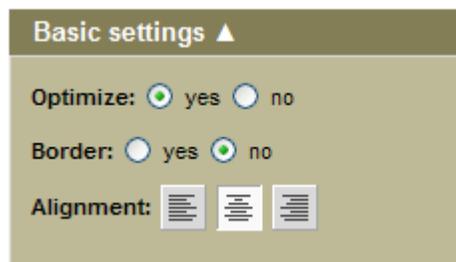


### 3.3.4. Basic Settings

In the basic settings area you define the alignment of the text in the layout and if you want to add a border. You also can also choose if you want to use the Optimize functionality.

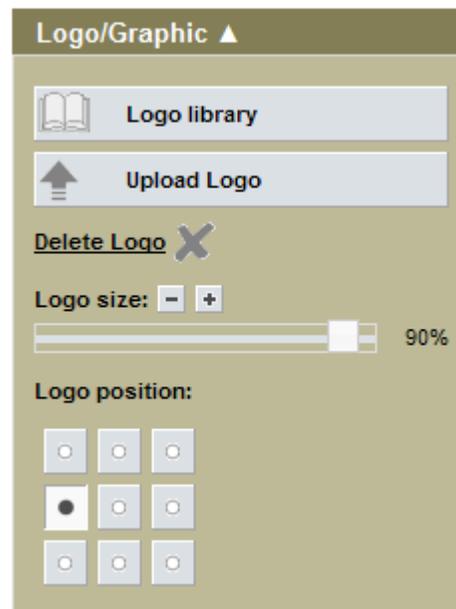
#### Optimize functionality:

If the optimize functionality is "yes", your inserted text automatically will be optimized to the available space. This means, that if your text is too small and would not use all the available space for the product you have selected, the size of the text will automatically be enlarged. If the text is too big and would exceed the available space of the product you have selected, the text size will automatically be reduced.



#### Logo / Graphic

In this area you can insert a logo in your layout or you can exchange an existing logo with another one.



You have 2 options to insert a logo:

#### 1. Logo library

Click the button "Logo library" to select from a large variety of logos.

## 2. Upload Logo

Use the "Upload Logo" button, to upload your own logo or image. The recommended graphic attributes are: BMP, min. 300 dpi, 1 Bit color depth. This will assure you the highest quality finished product. You can find further information and possible formats the section "Graphics Upload – Recommendations".

To delete a logo, click .

### Logo Size:

To adjust the size of a logo, move the scaling slider in the desired direction, or use the +/- buttons to change the size in smaller increments.

### Logo Positioning:

In the "Logo positioning" area there are 9 buttons you can use to quickly position within your layout.

## 4) Graphic Upload – Recommendations

The quality of your graphic/logo is important for the quality of the final layout. For the highest quality impression, please note the following recommendations concerning the file you want to upload:

### Recommended graphic characteristics:

File format: Bitmap (BMP)

Resolution: 300 to 600 dpi

Colors: 2 colors (black/white) - 1-Bit color depth

### Possible graphic file formats:

BMP, GIF, TIF, JPG, PNG, Adobe Photoshop PSD, Macintosh Pict PCT, Paintbrush PCX  
furthermore: CLP, DIB, EMF, IFF, LBM, MSP, PBM, RAS, WPG

Make sure, that the file size is smaller than 8 MB!

For one color impressions, colors in your graphics will be converted to black and white. If you select another ink color than black, the whole impression (text+logo) will be converted to this color.

## 4. Checkout Process

...the last steps

Once you have finished creating your layout and have decided on a product, you will be taken to the shopping cart. Here you can go back to change the design or continue shopping. Once you finished your order, click on "Checkout" and you will be taken back to your ECI shopping cart to continue your purchase!

[← Back](#) **Your Basket** [Continue shopping ▶](#) [Checkout ▶](#)

The following items are in your basket. To continue shopping [click here to buy another product](#) or make use of one of the special offers at the bottom. If you are done with your shopping click on "Checkout".

Quantity	Product	Description	Layout preview	Price	Total	
<input type="text" value="1"/>		9413 Mobile Printy Product Color: Flame Red Ink Color: Black 9413	 <a href="#">Change design</a>	\$ 19.46	\$ 19.46	<a href="#">Delete</a>
<a href="#">Update basket</a>					<b>Total</b>	<b>\$ 19.46</b>

### Special offers

Do you want another product with the same layout?

5204 Professional



Imprint size max. 1 x 2-3/8

Price: \$ 42.71

[Next ▶](#)

Do you want another product with the same layout?

Original Printy 4.0 - 4913



Plate size max. 7/8 x 2 3/8.  
The highest quality self-inker available:  
- Climate-neutral. As standard. / ECO Friendly

If the product you have requested is not available, this like product will be substituted for your convenience.

Price: \$ 19.46

[Next ▶](#)

Special Offer!

5205 Professional



Imprint size max. 1 x 2-1/4

Price: \$ 44.21

[Next ▶](#)

[← Back](#) [Checkout ▶](#)