

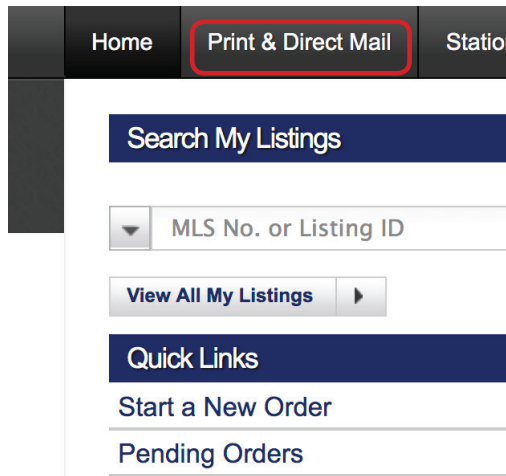


ORDERING UYO TEMPLATES GUIDE FOR COLDWELL BANKER



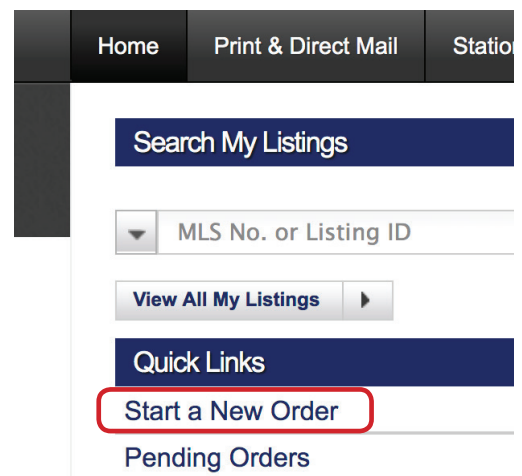
From the **Home Page**, choose from one of the following options:

1
CLICK ON
“**PRINT & DIRECT MAIL**” TAB



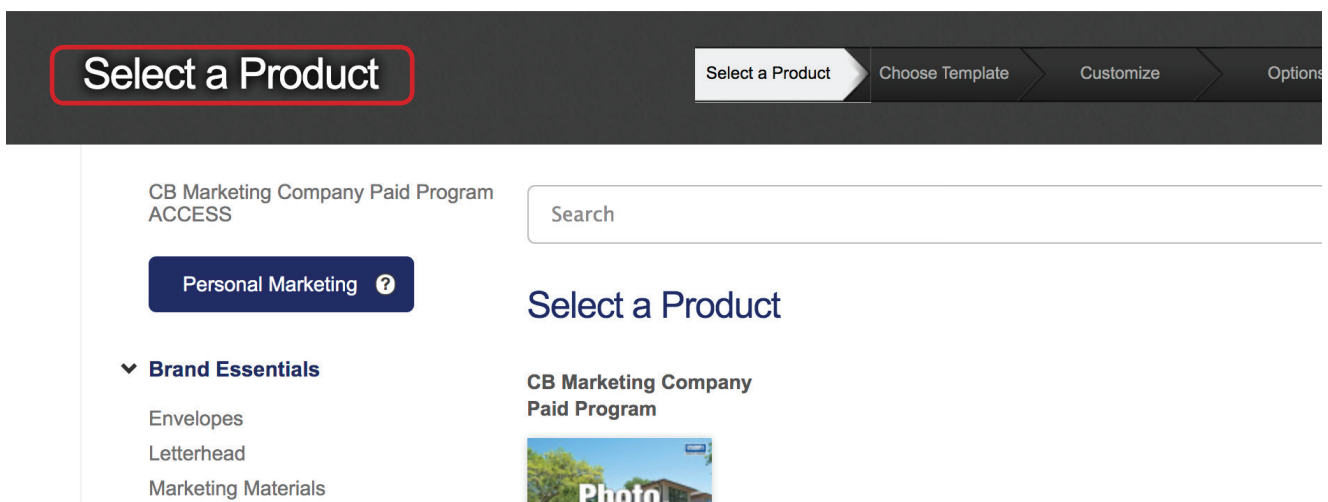
OR

2
CLICK ON THE
“**START A NEW ORDER**”
UNDERNEATH QUICK LINKS



zoomed 150% view for details

This will bring you to the following page labeled **SELECT A PRODUCT**



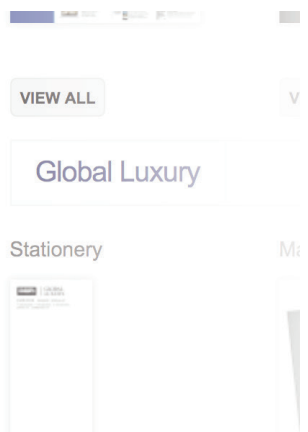
1

From the category menu,
Locate the category named:
"UPLOAD YOUR OWN DESIGNS"

Upload your Own Designs

Business Cards
Postcards
Brochures
Flyers & Rack Cards
Trifold Brochures
Magnet Items
Non Standard Folded Brochures
Notecards

Wall Calendars



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ALTERNATIVE OPTION:

use **CTRL + F** (Windows OS) or
COMMAND + F (MacOS) to open the
search window and search for:
UPLOAD YOUR OWN

Upload your Own Designs

Business Cards
Postcards
Brochures
Flyers & Rack Cards
Trifold Brochures
Magnet Items
Non Standard Folded Brochures
Notecards

zoomed 150% to show details

Select your product type from the list available
"Business Cards" used for this example

1

After Creating your new order click the
UPLOAD PHOTOS button.

or file size should be
3.625 x 2.125 inches
Initial Trim Size is 3.5 x 2 inches flat
NO TEXT IN

Select a User *

XD, Sample(104664SAMP | samplexd)

- ☒ Allow User to edit this order
☒ Allow User to place this order

Photos

Image

Your template contains 1 photo(s)

Photo 1:

Your photo gallery is empty. Click here to upload photo

Upload Photos

2

Click the **BROWSE** button
to select your artwork to be loaded.

Click "browse" to select the photos you would
like to upload and add to your photo gallery.

BROWSE

After uploading your art, use the **GENERATE FINAL PROOF** button located at the bottom of the page to make
sure that your artwork fits the dimensions of the template selected

GENERATE FINAL PROOF

!

PLEASE MAKE SURE THAT YOUR ARTWORK IS CORRECT AND TO PUBLISHED STANDARDS
BEFORE PLACING FINAL ORDER

NEED HELP?

Contact the Xpressdocs Support Desk at **1-866-977-3627** or **info@xpressdocs.com**
Hours are Monday-Friday, 8 a.m. - 7 p.m. CT.

