

# Quick Start Guide

## uTypia Shop

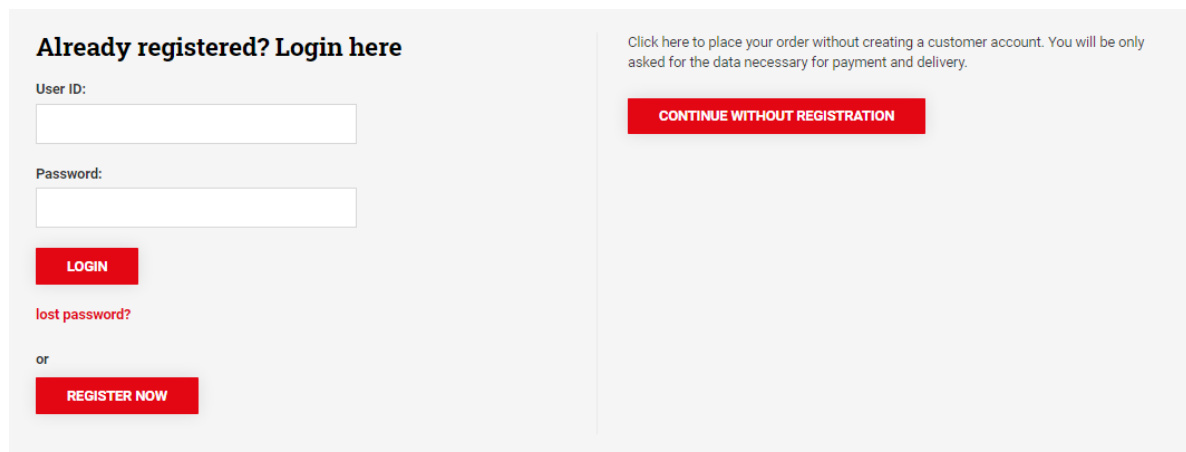
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### STEP 1 – LOG IN

#### **LOGIN:**

This is where you enter your USER ID and PASSWORD to login to the site. If you don't have a user name and a password, you can shop anonymous or register yourself. As registered user, when you have forgotten your password, you can also order an email to get your password back.



The screenshot shows a login and registration interface. On the left, under the heading "Already registered? Login here", there are two input fields: "User ID:" and "Password:". Below the "Password:" field is a red "LOGIN" button. Underneath is a link "lost password?". Below that is the word "or" and a red "REGISTER NOW" button. On the right side, there is a link "Click here to place your order without creating a customer account. You will be only asked for the data necessary for payment and delivery." and a red "CONTINUE WITHOUT REGISTRATION" button.

# STEP 2 – SELECT AND FORM PRODUCTS

There are different ways to order a product:

- A. Order by template
- B. Order by category
- C. Order by product code

Login English (UK) ▾

YOUR LOGO  
HERE

🛒 Your basket (0 Items)

[Monogram Stamps or Seals](#)
[Text Stamps](#)
[Date Stamps](#)
[Numberers and Dial-A-Phrase Stamps](#)
[Stock Stamps](#)
[Typomatic](#)
[Replacement Pads + Accessories](#)  
[Multicolor](#)
[Layout Bulk Upload](#)
[Demo products](#)
[Goldring](#)






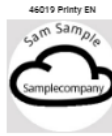







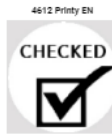


## Welcome

In this demo of our uTypia Business solution you can try the most comfortable way of ordering stamps online. You will see how easy it could be for your customers to order stamps!

This demo shows the newest version of our uTypia Business shop solution – uTypia Business 6! Enjoy the modern style, the new features and a state-of-the-art shop solution!

The uTypia Business Store is available in two versions: Standard and Professional.  
For detailed information, please see our website [www.utypia.com](http://www.utypia.com) or contact us at [utypia@trodax.net](mailto:utypia@trodax.net).

ORDER BY TEMPLATE

<p>MONOGRAM A01 ROUND STAMP</p>  <p>40.6 mm x 40.6 mm</p>	<p>MONOGRAM A02 ROUND STAMP</p>  <p>40.6 mm x 40.6 mm</p>	<p>44045 Printy EN</p>  <p>44.0 mm x 29.0 mm</p>	<p>44055 Printy EN</p>  <p>54.0 mm x 24.0 mm</p>
<p>46019 Printy DE</p>  <p>18.0 mm x 18.0 mm</p>	<p>46019 Printy EN</p>  <p>18.0 mm x 18.0 mm</p>	<p>46025 Printy DE</p>  <p>24.0 mm x 24.0 mm</p>	<p>46025 Printy EN</p>  <p>24.0 mm x 24.0 mm</p>
<p>46030 Printy</p>  <p>29.0 mm x 29.0 mm</p>	<p>46045 Printy EN</p>  <p>44.0 mm x 44.0 mm</p>	<p>46050 Printy DE</p>  <p>49.0 mm x 49.0 mm</p>	<p>46050 Printy EN</p>  <p>49.0 mm x 49.0 mm</p>
<p>4612 Printy DE</p>  <p>11.0 mm x 11.0 mm</p>	<p>4612 Printy EN</p>  <p>11.0 mm x 11.0 mm</p>	<p>4638 Printy DE</p>  <p>37.0 mm x 37.0 mm</p>	<p>4638 Printy EN</p>  <p>37.0 mm x 37.0 mm</p>

More Templates >

## A – ORDER BY TEMPLATE:



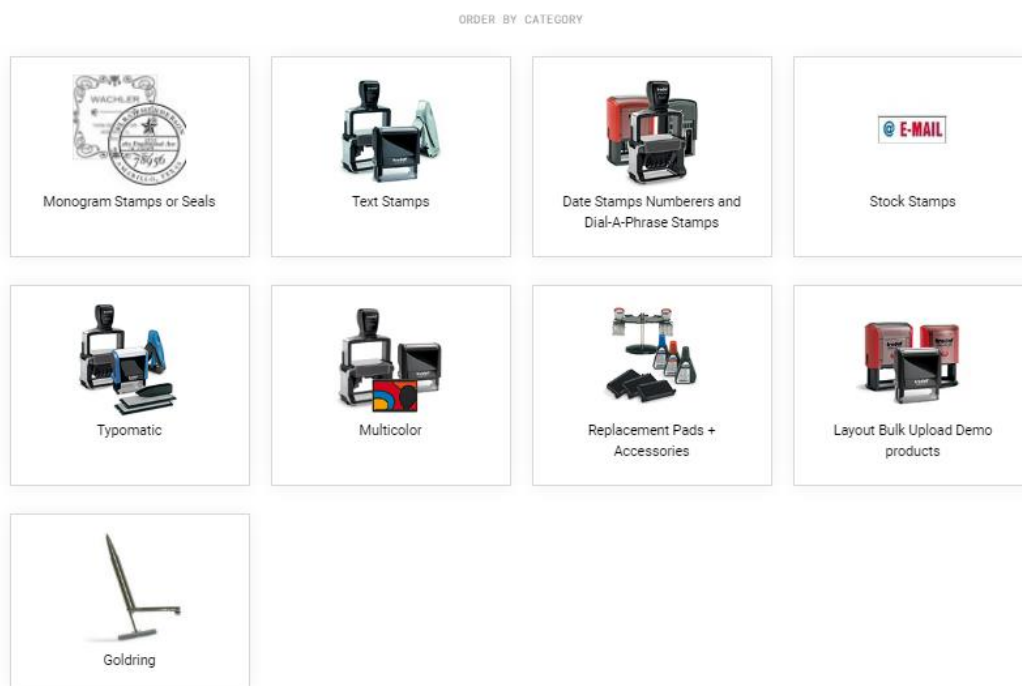
[More Templates](#)

1. Click to the Link "More Templates" under a Category. You get a choice for templates and also the imprintsizes.

2. Click to the desired layout and the page CUSTOMIZE LAYOUT will open. (Details page 6)

## B – ORDER BY CATEGORY:

You can choose between these categories:



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If you have selected a category you get more choice in product categories:

Click to the desired product category.

Moreover, you can choose the desired product.

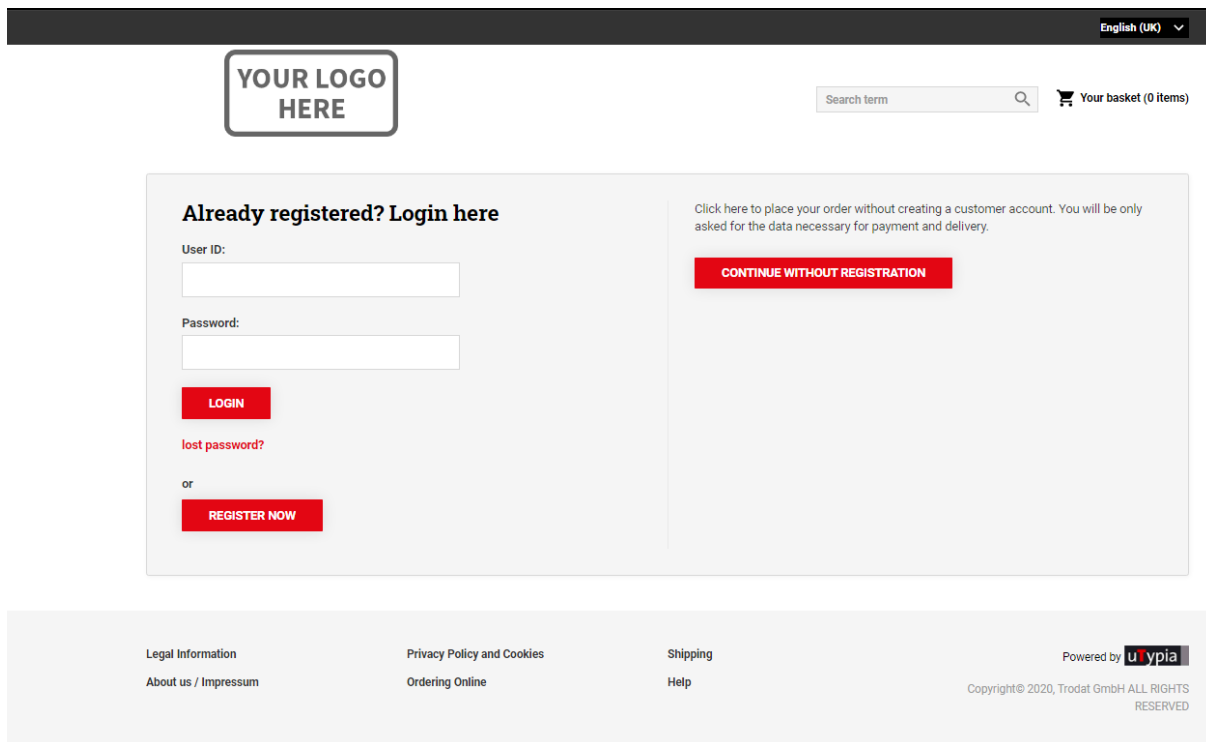
If you have selected a product you can read detailed information about it.

Furthermore, you can choose between templates or customize your own layout.

### **Customize own layout:**

You can customize your layout according to your wish with text, graphics and border.(detailed information page 6)

Your product is now in the shopping cart and you have to log in or register.



If you like to register you have to enter your personal data.

You reach the order overview and can order the product.

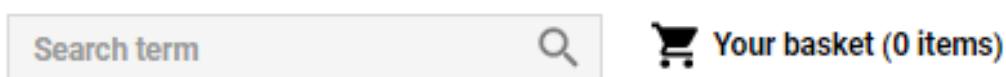
On the top on the 'Home'-Site you can also choose the desired product in the product catalog.

Monogram Stamps or Seals   Text Stamps   Date Stamps   Numberers and Dial-A-Phrase Stamps   Stock Stamps   Typomatic   Replacement Pads + Accessories  
Multicolor   Layout Bulk Upload Demo products   Goldring

The other steps are identical with the above-mentioned.

## C – ORDER BY PRODUCT CODE:

If you know the article number of your product you can enter it in the line Product Code or in the upper right corner "Search term".



Furthermore, you can customize the product according to your wish and order it. (detailed information page 6)

# CUSTOMIZE LAYOUT (individualize products)

YOUR LOGO HERE

Search term  Your basket (0 items)

Monogram Stamps or Seals Text Stamps Date Stamps Numberers and Dial-A-Phrase Stamps Stock Stamps Typomatic Replacement Pads + Accessories Multicolor Layout Bulk Upload Demo products Goldring

BACK **Create your layout** NEXT

### Monogram Stamp - Rectangular (Printy 4915)

€ 0.00 (excl. VAT)

DESCRIPTION  
Choose from many different rectangular layouts and create your personal monogram stamp. Layouts include address, letterhead, and stationary.

PRODUCT COLOUR  
Black

INK COLOUR  
Black

- Next smaller size

### Preview

Layout Proof PDF

WIDTH: 68 mm HEIGHT: 23 mm ZOOM: 100% OPTIMISE:  Yes  No

TEXT SPACING RULERS BORDER GRAPHICS

**Text**

Special characters

	B	I	U	Hor. Align
Dr. & Mrs. Jason Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
5466 Henderson Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Seattle, WA 54545	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Apply to all lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vertical Alignment  
Middle

NEXT

## TEXT:

- Here you will customize the text for this specific product. (font, size, ,horizontal and vertical alignment).

*B, I and U:* These attributes will allow you to customize your typestyle. B is Bold, I is *Italic* and U is Underlined.

TEXT SPACING RULERS BORDER GRAPHICS

**Text**

Special characters

	B	I	U	Hor. Align
Dr. & Mrs. Jason Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
5466 Henderson Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Seattle, WA 54545	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Apply to all lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vertical Alignment  
Middle

**SPACING:**

*This tab is only used when precise alignment is absolutely necessary. It allows you to move lines from left to right and top to bottom. A positive number in the INDENT field will move the line from its original position to the right. A negative number will move the line to the left. The same applies to the V. SPACE field.*

TEXT	SPACING	RULERS	BORDER	GRAPHICS
	<b>Line Positioning</b>			
Dr. & Mrs. Jason Smith	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/>	<input type="text" value="-5"/> pt	<input type="text" value="0"/> pt	<input type="text" value="--"/> <input type="button" value="v"/>
5466 Henderson Street	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/>	<input type="text" value="0"/> pt	<input type="text" value="0"/> pt	<input type="text" value="--"/> <input type="button" value="v"/>
Seattle, WA 54545	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;"/>	<input type="text" value="5"/> pt	<input type="text" value="0"/> pt	<input type="text" value="--"/> <input type="button" value="v"/>
		<input type="text" value="0"/> pt	<input type="text" value="5"/> pt	
		<input type="text" value="0"/> pt	<input type="text" value="5"/> pt	
		<input type="text" value="0"/> pt	<input type="text" value="5"/> pt	
		<input type="text" value="0"/> pt	<input type="text" value="5"/> pt	
Apply to all lines		<input type="text"/> pt	<input type="text"/> pt	
<input type="button" value="X Reset Spacing"/>				

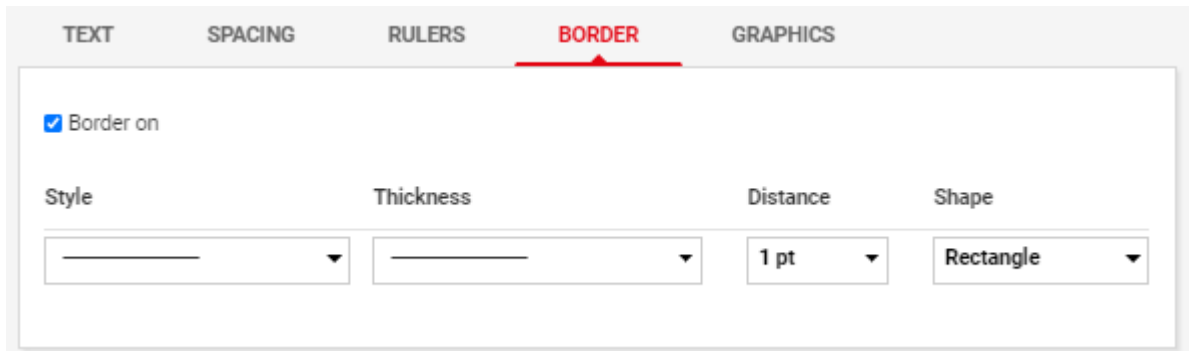
**RULED LINES:**

*This tab will give you the option to add ruled lines to your text. Click the box to add a ruled line or leave blank for no line. DISTANCE refers to the amount of space desired from the end of the line to the edge of the stamp and the numbers listed represent point sizes. LINE DIRECTION refers to the direction you want the line to extend from the wording.*

TEXT	SPACING	RULERS	BORDER	GRAPHICS
	<b>Hor. Align</b>			
Dr. & Mrs. Jason Smith	Center	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Both"/> <input type="button" value="v"/>
5466 Henderson Street	Center	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Both"/> <input type="button" value="v"/>
Seattle, WA 54545	Center	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Both"/> <input type="button" value="v"/>
	Flush Left	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Right"/>
	Flush Left	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Right"/>
	Flush Left	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Right"/>
	Flush Left	<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Right"/>
Apply to all lines		<input type="checkbox"/>	<input type="text" value="0"/> pt <input type="button" value="v"/>	<input type="text" value="Both"/> <input type="button" value="v"/>

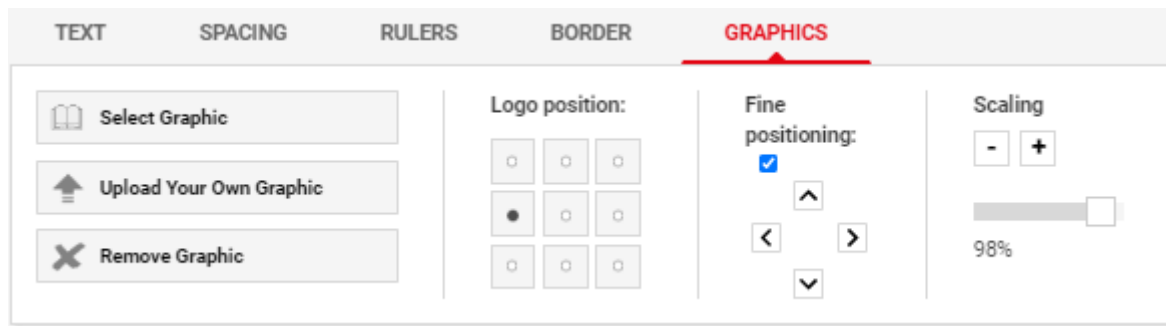
**BORDER:**

Click on this tab and you have the option to place a border around the text by choosing “border on”. Then select your thickness, distance and shape.



**GRAPHICS:**

*This tab allows you to upload or select a graphic for your layout. They can ONLY be uploaded in a .bmp format. The graphic can be scaled to size, aligned with text and saved for future use.*





## STEP 3 – COMPLETE ORDER

Click to „Your basket“.


With "Checkout" you see your order with billing address and shipping address.

When you are a anonym user you have to enter your data and then you see your order.

Click to "Confirm and submit order" and your order will be processed.

### Monogram Stamp - Rectangular (Printy 4915)

€ 0.00 (excl. VAT)

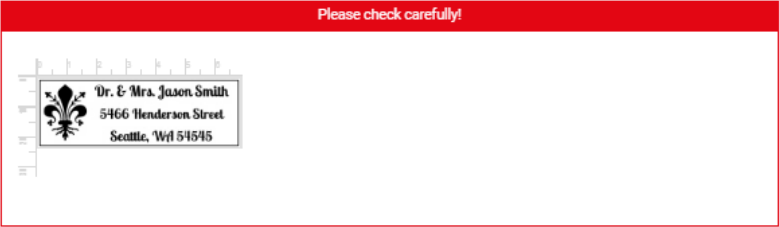


CO<sub>2</sub> RECYCLED PAPER

If your text is cut off in the preview image, it does not fit on the selected product. Please go back one step and reduce the font size or choose another product.

[Layout Proof PDF](#)

**Please check carefully!**



DESCRIPTION

Choose from many different rectangular layouts and create your personal monogram stamp. Layouts include address, letterhead, and stationary.

PRODUCT COLOUR

**Black**

INK COLOUR

**Black**

WIDTH: 68 mm    HEIGHT: 23 mm    ZOOM: 100% ▾

**Preview image does not represent actual imprint size**

APPROVE

Click the "Approved" checkbox and enter the name of the person approving this imprint.

Approved

FIRST NAME:

**This imprint must be approved.**

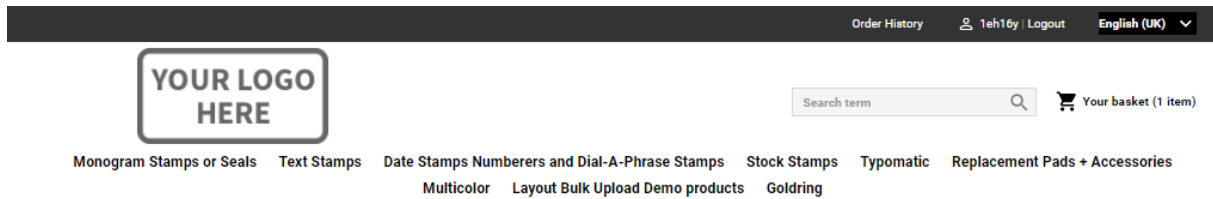
LAST NAME:

**This imprint must be approved.**

## DETAILS (Navigation bar, about us, legal information)

The Links “**about us, legal information, help etc.**” you can see bottom of the page.

### **NAVIGATION BAR:**



#### **Klick on LOGO**

*Brings you directly to the start page of this shop.*

#### **HORIZONTAL MENU**

Click it if you are not sure what to choose and you'd like to browse the catalog.

#### **USERNAME**

*The Account gives you the chance to edit the data you stated when register yourself. You can also change the password you need to sign in and change your billing and shipping profiles. You may create new profiles, edit existing ones, delete them or make one of the addresses your default one. Please click SAVE otherwise your changes will not be saved.*

#### **ORDER HISTORY**

*Here all previous orders can be displayed. On the right side is a summary of all recent orders. You can change the sort order and view details (order confirmation) of every single order. The left side offers you the chance to search for special orders with several keywords.*

#### **PRODUCTSEARCH**

*Here you can search for special products. Type in the keyword(s) and choose from the terms to specify your search. The result of your search will be listed below and you can choose from the listed product(s) and order one.*