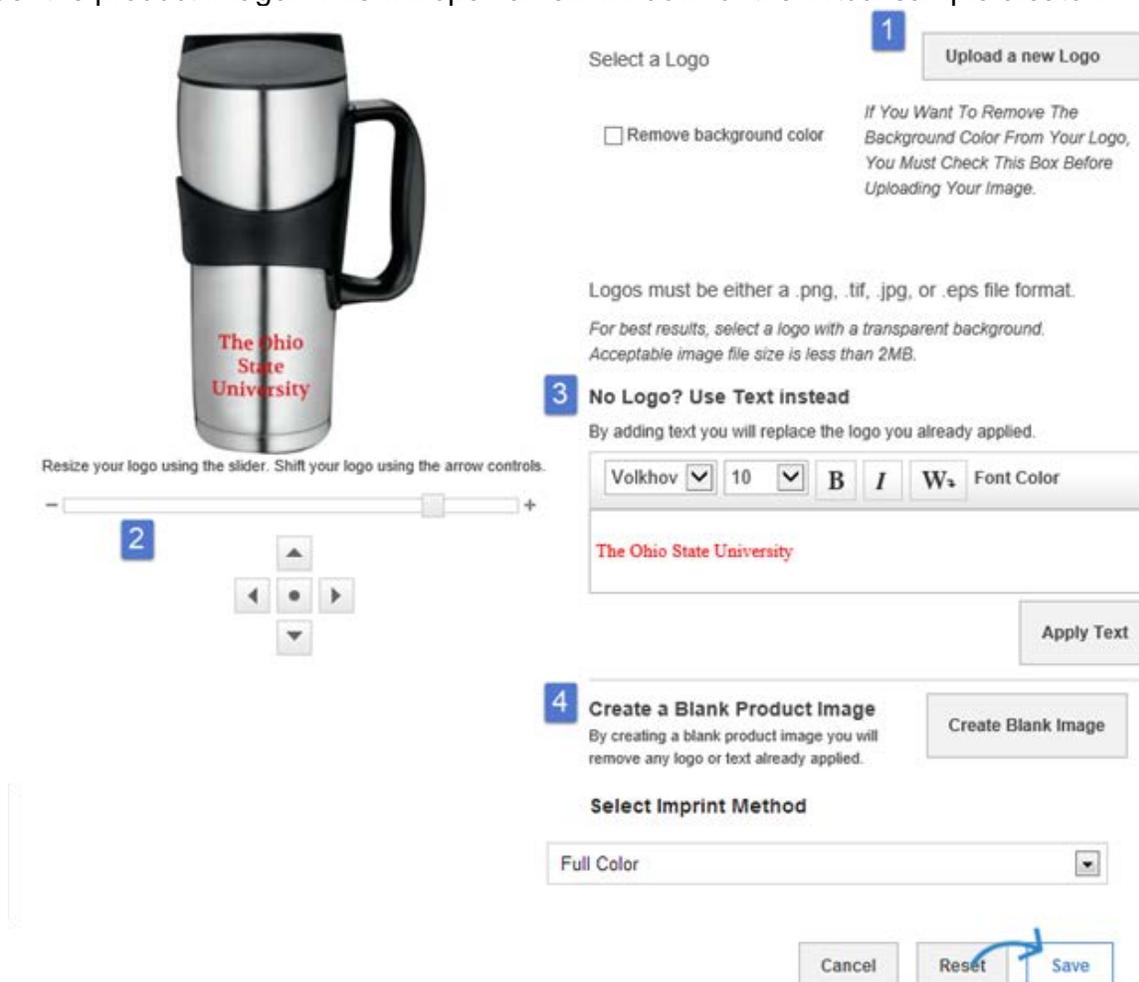


Create a Virtual Sample

Creating a virtual sample of the product(s) is a way to visualize the product before ordering. Our site's "create a virtual sample" functionality has several features for a user. Features include being able to view the logo to the product, manipulate the location of the logo, or add text to the product.

Creating a virtual sample **does not** upload your artwork for ordering purposes. Users **must** upload the artwork file(s) during checkout.

To create a virtual sample click the "create a virtual sample button" that will be located under the product image. This will open a new window for the virtual sample creator.



The screenshot shows a virtual sample creator interface for a travel mug. On the left, a silver travel mug with a black handle and a black band around the middle is shown. The mug has the text "The Ohio State University" printed on it in red. Below the mug is a slider and arrow controls for resizing and shifting the logo. A blue box with the number "2" is next to the slider. On the right, there are four numbered steps:

- 1** **Select a Logo**
Upload a new Logo
 Remove background color
If You Want To Remove The Background Color From Your Logo, You Must Check This Box Before Uploading Your Image.
- 2** **Logos must be either a .png, .tif, .jpg, or .eps file format.**
For best results, select a logo with a transparent background. Acceptable image file size is less than 2MB.
- 3** **No Logo? Use Text instead**
By adding text you will replace the logo you already applied.
Volkhov | 10 | B | I | W₃ | Font Color
The Ohio State University
Apply Text
- 4** **Create a Blank Product Image**
By creating a blank product image you will remove any logo or text already applied.
Create Blank Image

Below step 4, there is a "Select Imprint Method" dropdown menu with "Full Color" selected. At the bottom right, there are "Cancel", "Reset", and "Save" buttons. A blue arrow points from the "Reset" button to the "Save" button.

1. Upload the logo using this feature. The logo will then be displayed on the product

2. You can resize the logo by moving the slider to the left or right. You can also use the arrows to move the location of the logo.

Note: The image appears in the suggested imprint area. You may lose parts of the image if you move it outside the virtual boundary. The button with the dot will re-center your logo within the virtual boundaries.

3. If you don't have a logo or image, you can use the text field to add a company name or other identifier. The system allows you to select a font type, size, style and color. Click **Apply** to add the text, and it will appear on the product.

Note: Creating a virtual sample **does not** add text to your final product. When ordering your product there will be a field to add text.

4. To create a blank product image, just click on the "**Create Blank Image**" button. This will remove any logo or text that was already applied to the product by the supplier.

Click **Save** when you are finished.

Uploading Artwork at Checkout

Users may or may not have created a virtual sample of the product(s). Keep in mind that virtual samples are a way to visualize the product before ordering. Creating a virtual sample **does not** upload your artwork for ordering purposes. Users **must** upload the artwork file(s) during checkout. This is the **only** time the user will be able to upload artwork. This document will guide a user through this process.

1. Once the user has selected all products click Checkout. Review Cart is the first step of the checkout process.
2. On the Review Cart screen there are two sections to review. The “Shopping Cart View” shows the product the user selected and the “Artwork” section is where the user needs to upload artwork for the product(s) when necessary.
3. In the Artwork section, click to check the box for “I need to upload artwork for this order.” This will expand the section to inform the user of artwork file requirements.
4. Next, browse for the the artwork file(s) to upload. Upload artwork file.
5. Add a description to the file. Description should specify which product and location (if applicable).
6. Repeat steps 4 and 5 to upload all images for all products. ***This will be the only time to upload artwork for the order.***
7. Once the user has confirmed all products and artwork have been uploaded on the review cart screen click continue to complete your purchase.

Artwork

Options: I need to upload artwork for this order.

Add Artwork To Order

Up to 10 files can be attached to the Sales Order. Each file can be up to 10MB in size and the total size of all attached files cannot exceed 50MB in size.

Accepted formats include: - Vector Graphics Files, including these extensions: AI, PDF, EPS, and CDR - Bitmap / Raster Graphics Files, including these extensions: PDS, EPS, TIFF, BMP.

Note that a resolution of at least 300dpi is required and 600dpi is highly recommended.

Please note that graphic images designed for the web are not suitable for use as artwork in Promotional Products Production. Web page graphics are typically created at 72 dpi.

Upload Artwork: [Browse](#)

File Uploaded		File Size	Description
OSU Logo.pdf	Preview	40KB	<input type="text" value="Logo for Bottle"/> Delete

[Continue Shopping](#) [Continue](#)