



University
of Exeter

SENDING PROOFS FOR APPROVAL

Stationery you create can be downloaded as a PDF proof to send to others for approval before submitting the order.

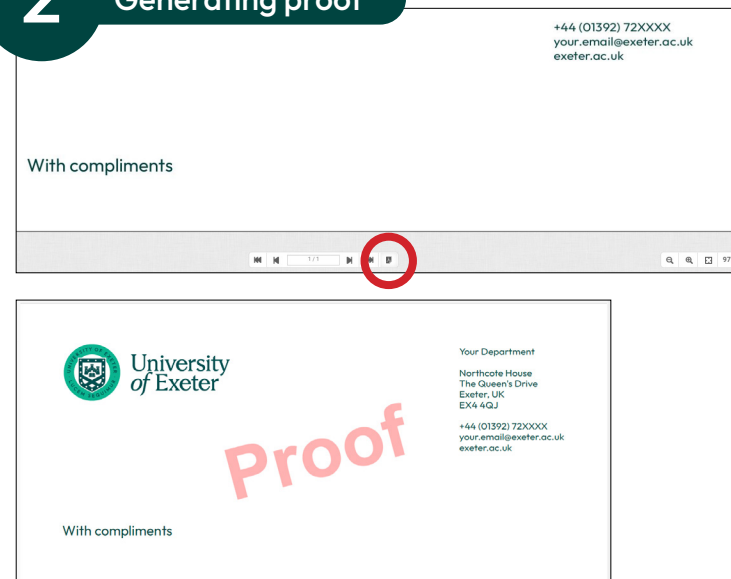
1 Data entry screen

The screenshot shows a web application interface for creating stationery. On the left is a form titled 'Personalisation' with fields for 'Your Department', 'Faculty (if required)', 'Building', 'Road', 'City', 'Postcode', 'Telephone 1', 'Telephone 2 (if required)', 'Email', and 'Website customisation'. The main area is a preview of the stationery, which includes the University of Exeter logo, the text 'With compliments', and contact details: 'Your Department', 'Northcote House, The Queen's Drive, Exeter, UK, EX4 4QJ', and '+44 (01392) 72XXXX your.email@exeter.ac.uk exeter.ac.uk'. At the bottom right, there is a 'Save' button and a blue 'Add to Basket' button, which is circled in red.

Enter the contact details and branding requirements on the data entry screen.

Click 'Add to Basket' to continue to preview screen.

2 Generating proof

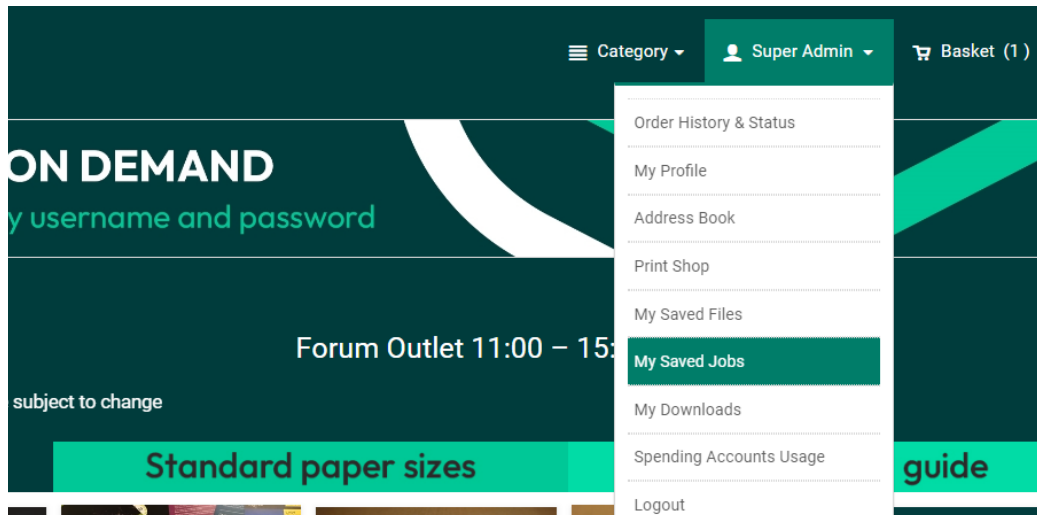
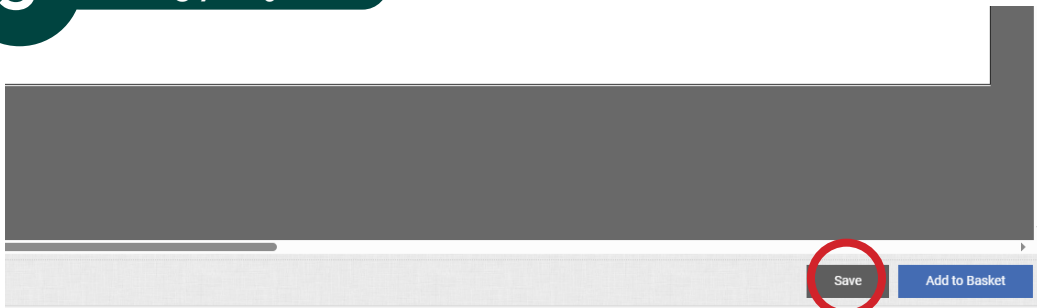


Check the details and quantities are correct and click the 'PDF Proof' button.

This will generate a PDF file for you to review, send for approval or keep for your records.



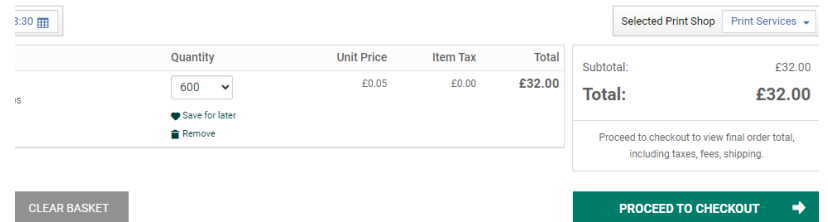
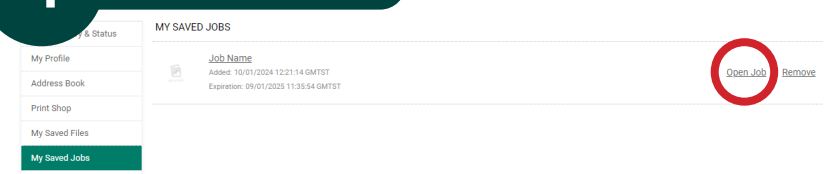
3 Saving your job



Click the **'Save'** button. This will store the job in the **'My Saved Jobs'** section of your user area.

These jobs will be held on the site for 120 days.

4 Add to Basket



Once you have received approval, open the file again from the **'My Saved Jobs'** folder. This will take you to the data entry screen to make any required changes.

Click **'Add to Basket'** to progress to preview screen. If necessary, a new PDF proof can be downloaded and the job saved again.

Once you are happy that the details are correct, click **'Add to Basket'** again to finalise the order ready for checkout.