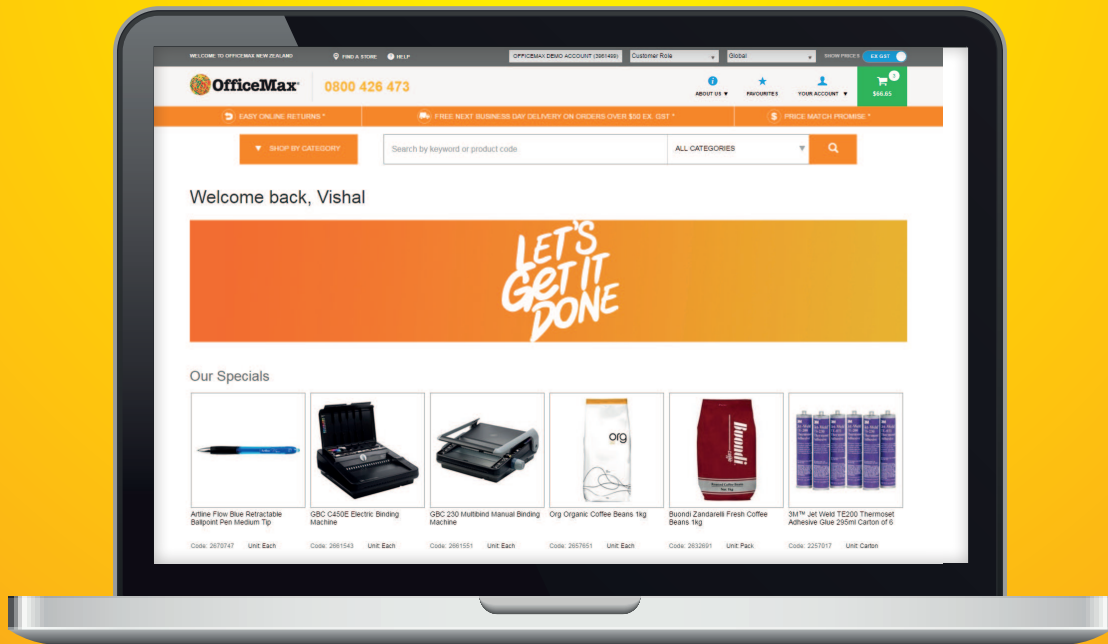




OfficeMax®

# CUSTOM STAMP GUIDE



The OfficeMax custom stamp solution allows you to design your own stamp quickly and accurately.

Here is a simple step by step guide to creating your own customised stamps for the office, classroom or home.

# Step 1

## Select your stamp

Designing your custom stamp starts with adding a stamp to your cart and reviewing shopping cart content.

This will trigger an error message that informs you that you need to design your stamp before submitting your order

WELCOME TO OFFICEMAX NEW ZEALAND

OfficeMax 0800 426 473

EASY ONLINE RETURNS \* NEXT BUSINESS DAY DELIVERY \* PRICE MATCH PROMISE \*

SHOP BY CATEGORY Search by keyword or product code ALL CATEGORIES

HOME > CART

1 Cart 2 Address & Delivery 3 Payment 4 Confirmation

### Shopping Cart


Please review your cart before checkout.

REMOVE ALL UPDATE ORDER CONTINUE TO CHECKOUT

#### Fast Order Entry

Product Qty

Enter product code - + ADD TO CART

Product	Qty	Price (ex GST)	Discount	GST	Total (ex GST)
<b>This custom item needs to be designed, please click DESIGN below to begin</b>					
 Colop L40 Custom Made Stamps 23x59mm Complete With Rubber Die Code: 2224917 Each Shipped from Supplier Delivery 7 Working Days	1	\$54.34	0.00%	\$8.15	\$54.34

DESIGN Update Remove

Click on the "Design" button

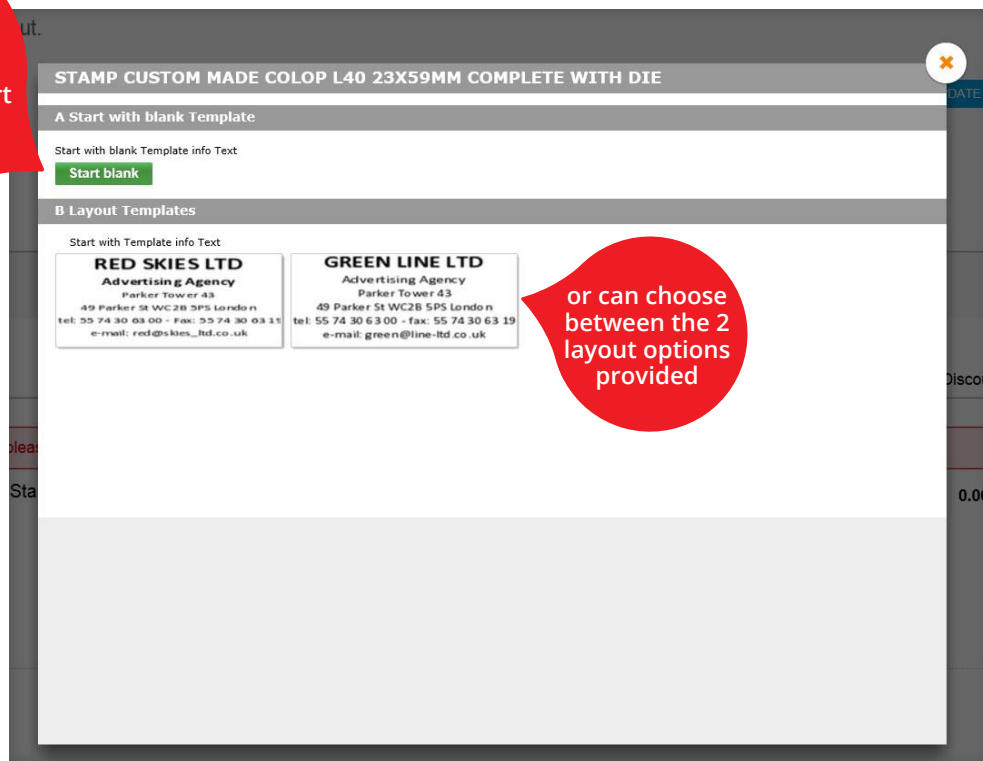
**Please note:** Should you be designing a new die for an existing stamp, please remember to order a new inkpad. The impression of the previous die on the inkpad, could result in poor ink transfer to paper, when using the new die.

# Step 2

## Select your stamp template

The stamp template screen opens, offering you one or more templates to choose from.

In this scenario you are offered a blank option where you can start from scratch



**Please note:** Templates differ for each stamp selected.

# Step 3

## Design your stamp

This example shows you a blank template (with some of the fields populated).

The screenshot shows the 'Custom Made Stamps' design interface. At the top, there's a preview window showing a stamp with the text 'Custom Made Stamps' and 'OfficeMax' above a signature and date line. Below the preview are 'Preview' and 'Refresh' buttons. To the right of the preview is a 'Zoom' slider set to 100% and a 'Continue' button. Below the preview is a 'Text' tab with sub-tabs for 'Graphic' and 'Border'. The 'Text' section includes 'Auto-Size' and 'Auto-Width' checkboxes, and a line spacing dropdown set to 1. Below this are several text input fields with corresponding font dropdowns (all set to 'Calibri') and font size dropdowns (10, 8, 7, 8, 8). To the right of the text fields are checkboxes for bold, italic, and underline, and alignment options (center, left, right, justify). A 'Pad colour' section with three color swatches is also visible. Several red callout boxes provide instructions: 'Auto Size and Auto Width automatically aligns your text' points to the checkboxes; 'Adjust line spacing' points to the dropdown; 'Select your font' points to a font dropdown; 'Select your font size' points to a font size dropdown; 'Select your font style (bold, italics or underlined)' points to the style checkboxes; 'Select your ink pad colour' points to the color swatches; and 'Center, Align or Justify text in design screen' points to the alignment options. A larger callout at the top right says 'Once you start entering text in the blank fields it will immediately display on the design plate'.

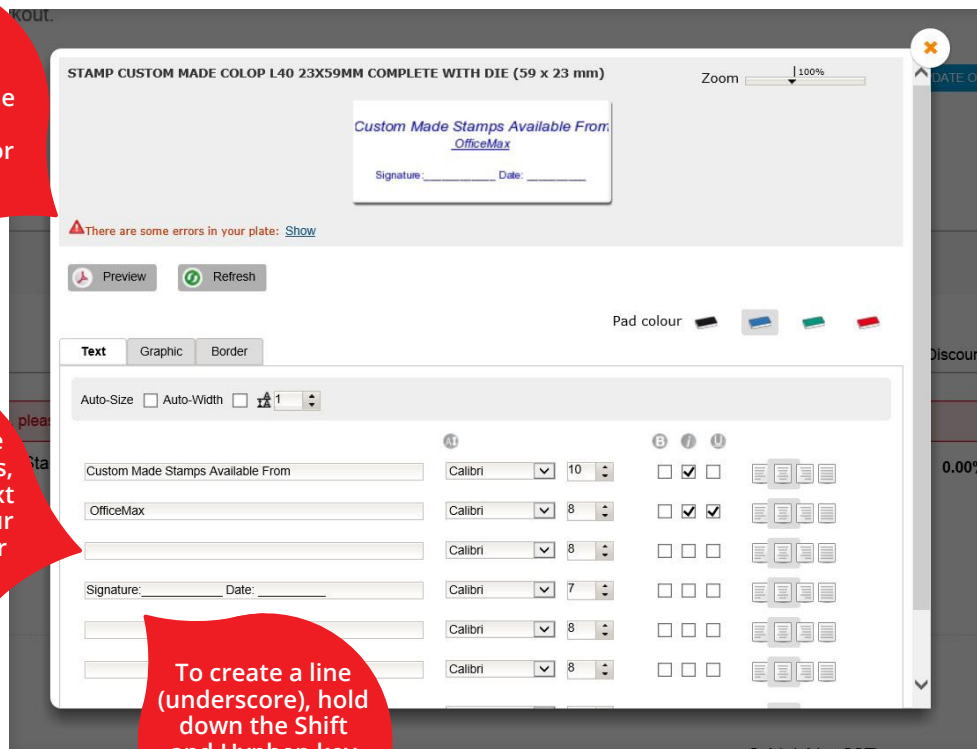
# Step 4

## Tips for designing your stamp

If your text is too large or exceeds the line size, you will receive an error message

To create a space between text lines, select the next text line and press your space bar on your keyboard once

To create a line (underscore), hold down the Shift and Hyphen key on your keyboard simultaneously



# Step 5

To add an image or border, click on the Graphic or Border Tab

You can manipulate the location of clipart on the design plate by clicking on the various positions on the location plate

Adjust spacing between the border and clipart

Adjust size of the clipart

Once satisfied with your design click on **Continue**

**Please note:** If your text or artwork isn't viable OfficeMax will let you know

# Step 6

**Review your design and submit your order. Check your final stamp design and click Edit if you wish to alter it.**

Once you are satisfied with your stamp tick the box and click **"Next"**. You'll be returned to the Shopping Cart to conclude your transaction as per usual.

Custom Made Stamps  
OfficeMax

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that the design is ok...

[Edit](#) [Next](#)

Discount

0.00%

APPLY CODE

Total (inc GST)