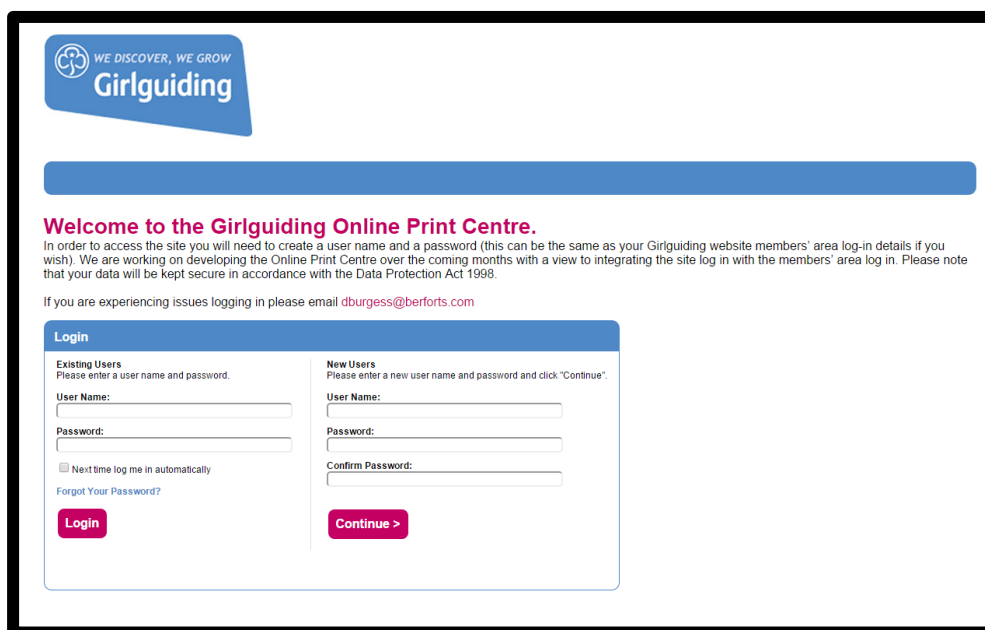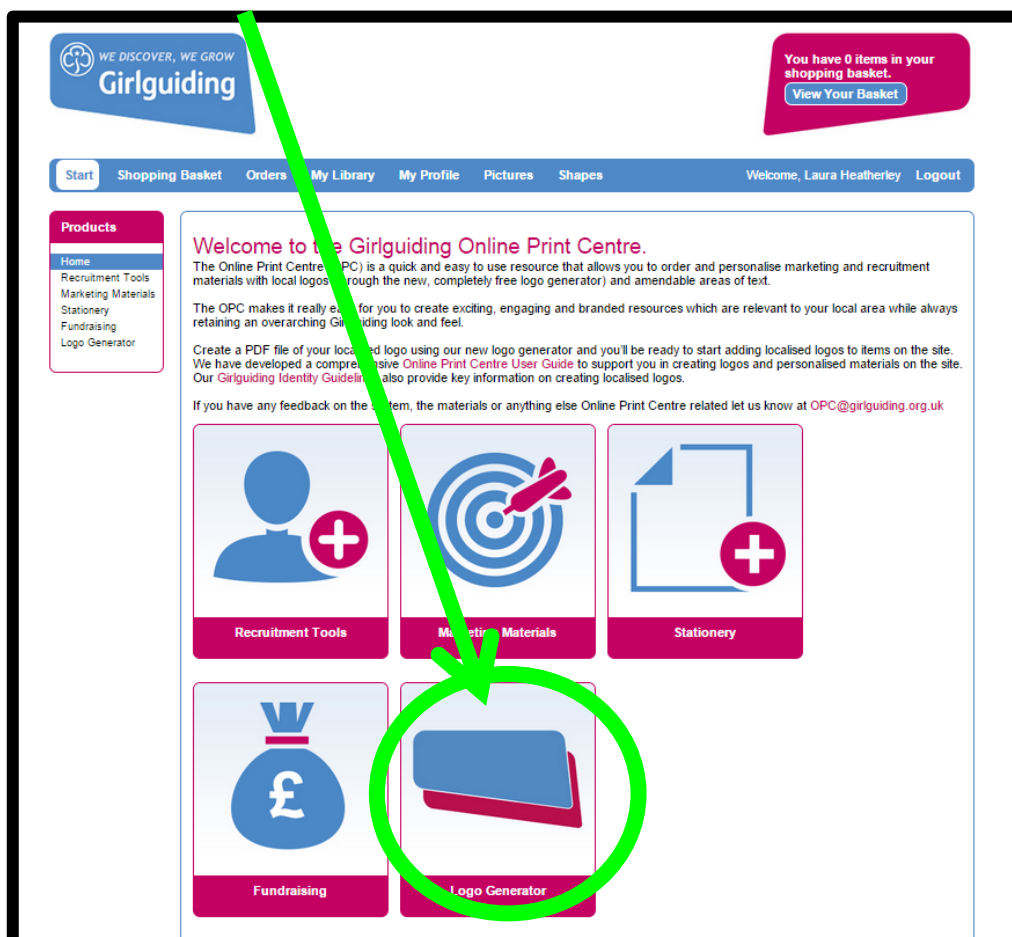# How to use the Online Print Centre to create your logo

1. Open your browser and go to www.girlguidingprintcentre.co.uk
   You will need to login, or if this is the first time you have used the Online Print Centre, you will need to create an account.
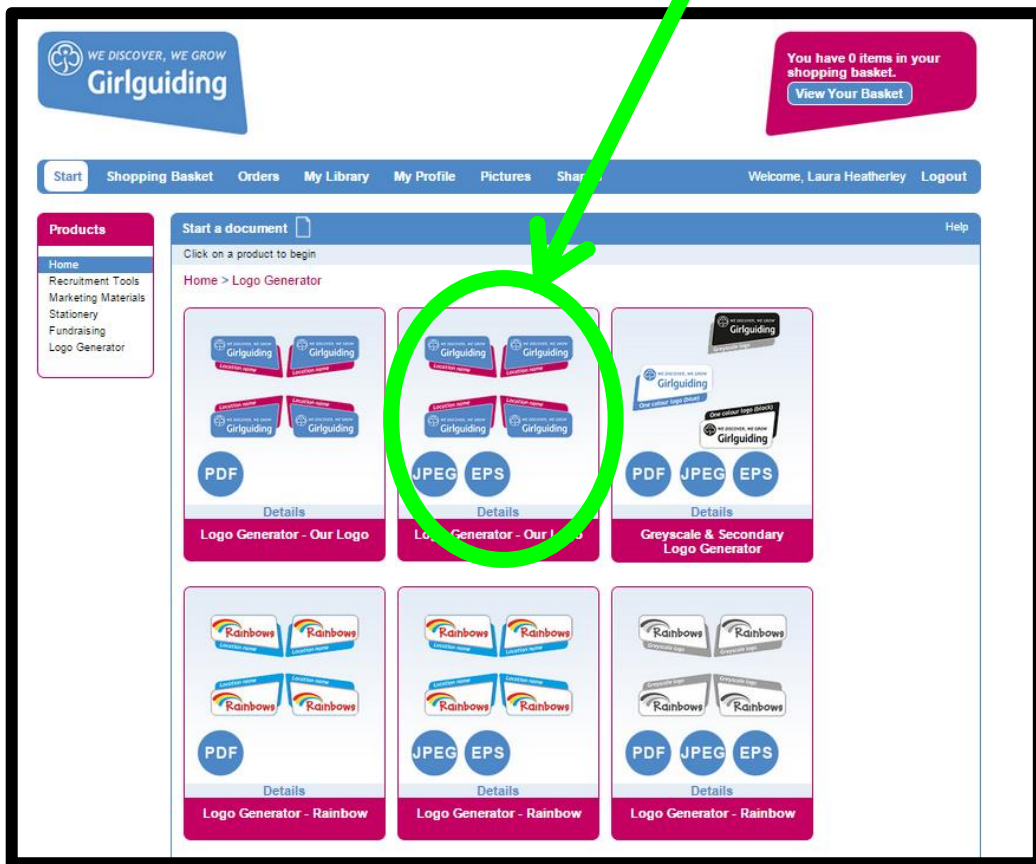

2. Once logged in, select "Logo Generator".

3. Select which logo you want to create. Make sure you choose the JPEG/EPS option as opposed to the PDF option. In this example we are going to make the Main coloured version of the all section logo, but the process is the same for any of the versions of the logos. Just make sure you choose JPEG/EPS and not PDF.


4. Type your location name into the box e.g. Anytown Division or Example District. For longer place names, you may need to choose the "2 lines" option.
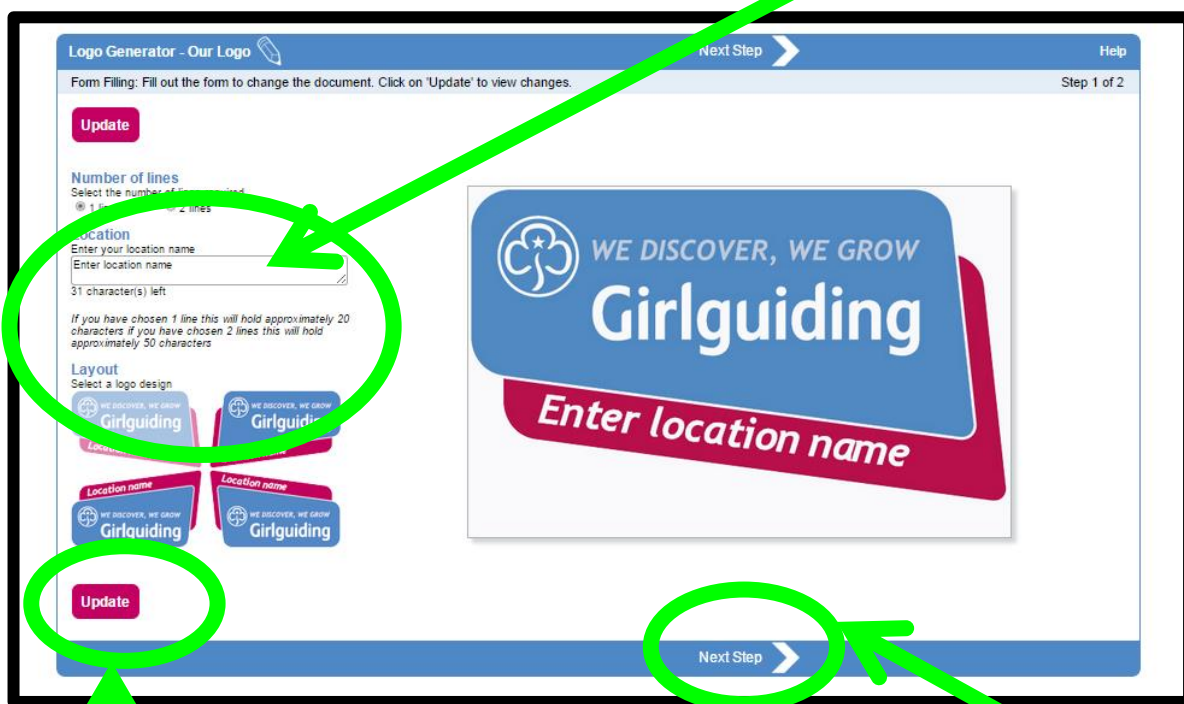

Press "Update" when you are done to preview your logo. When you are happy, click on "Next Step".

5. Choose the JPG option. The EPS file type may be requested by printers or manufacturers if you are ordering branded goods. Unless you have software capable of viewing EPS files on your computer, you will not be able to view the EPS files. You could search for "Free EPS Viewer" online to download software to preview the files.
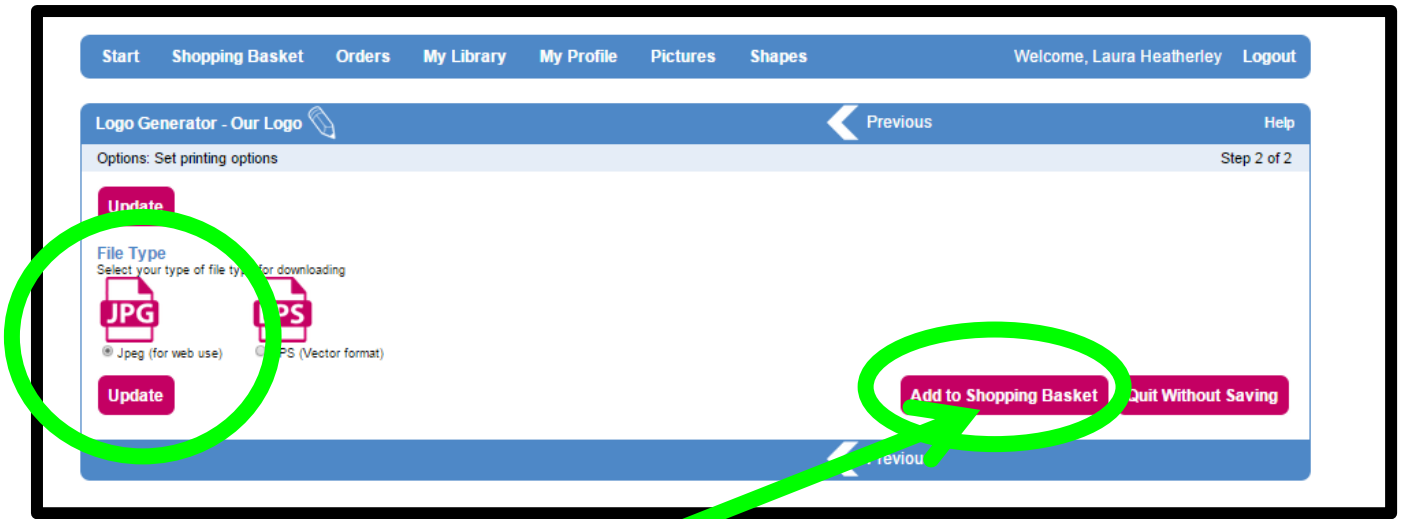
When done, click "Add to Shopping Basket".

6. You will now be taken to your shopping basket. Click on "Proceed to Checkout" (Or Continue Shopping if you wish to make another logo).
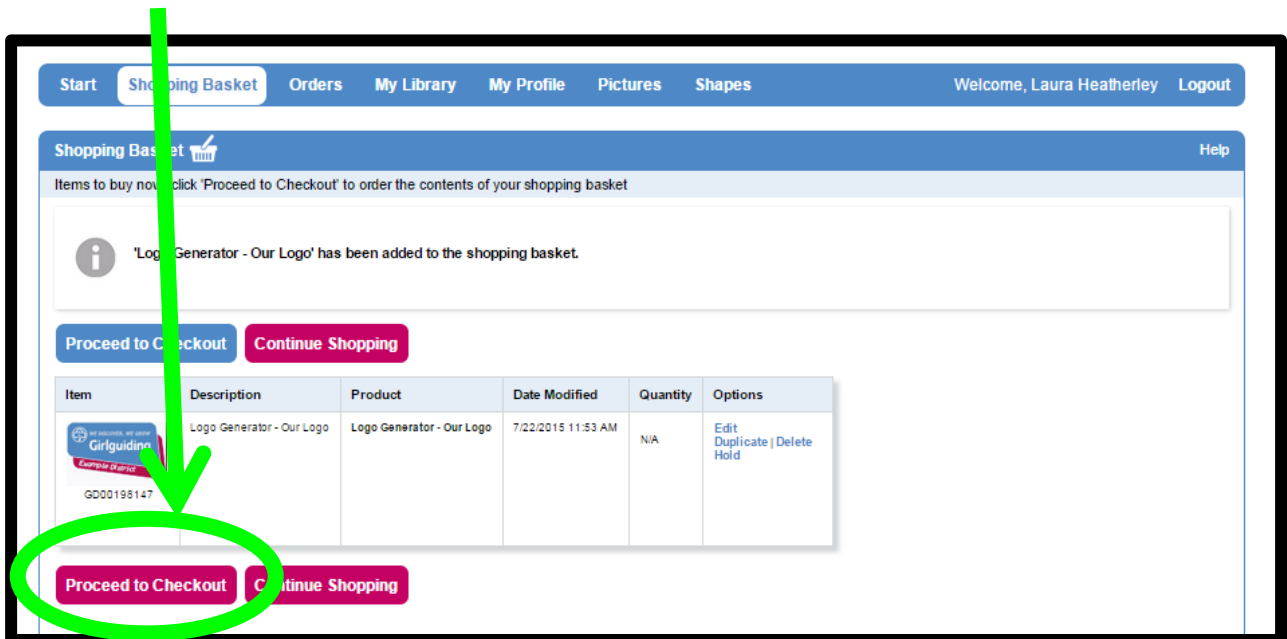
7. You will now be asked to fill in your personal details. As you are not actually paying for your download, you can put anything in the fields here, just make sure there is something in each line.

When you have completed the details, click on "Next Step".

8. Click on "Place Order".

9. You will now be taken to the "Orders Tab", where you will also be able to find any past orders.

Once the status is marked as "Completed", you will be able to click on the blue text of the name of the logo.

10. You will now see the 4 files ready to download (remember there are 4 versions of the logo, one for each corner). Click on the blue text to download the file to your computer.