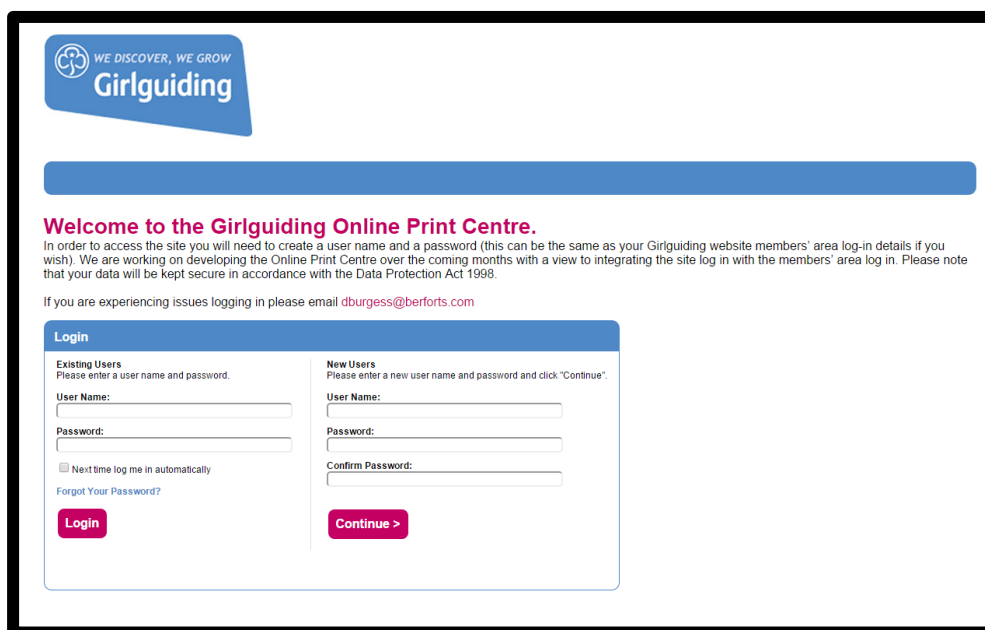


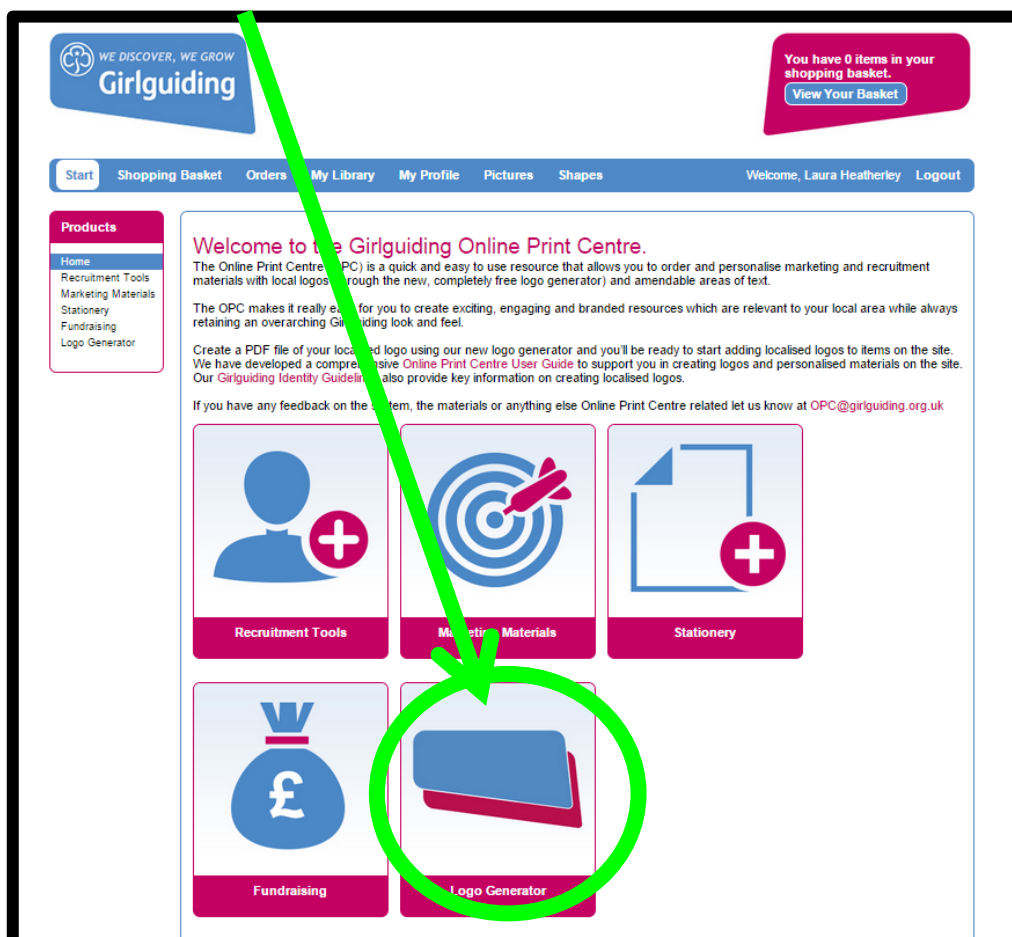
## How to use the Online Print Centre to create your logo

1. Open your browser and go to [www.girlguidingprintcentre.co.uk](http://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.



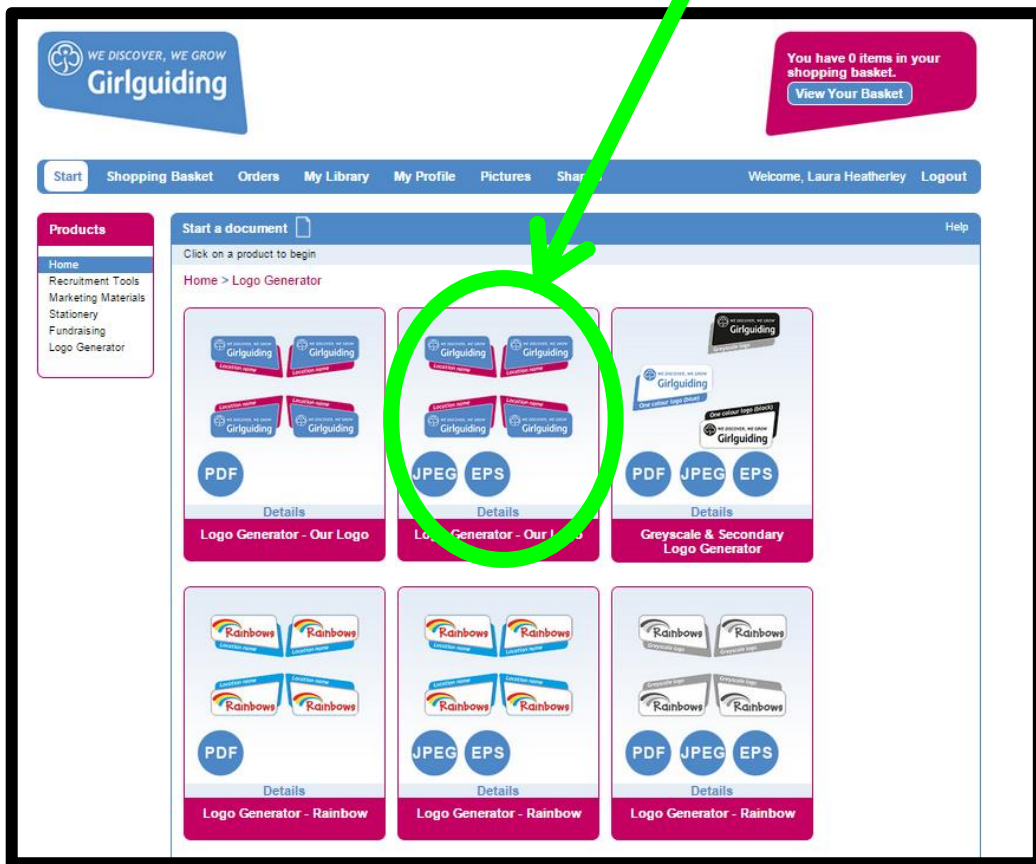
The screenshot shows the login page for the Girlguiding Online Print Centre. At the top left is the Girlguiding logo with the tagline "WE DISCOVER, WE GROW". Below the logo is a blue horizontal bar. The main heading reads "Welcome to the Girlguiding Online Print Centre." followed by a paragraph of introductory text and a link to email support. The login form is divided into two sections: "Existing Users" and "New Users". The "Existing Users" section has fields for "User Name" and "Password", a checkbox for "Next time log me in automatically", and a "Forgot Your Password?" link. The "New Users" section has fields for "User Name", "Password", and "Confirm Password". Both sections have a "Login" or "Continue >" button.

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

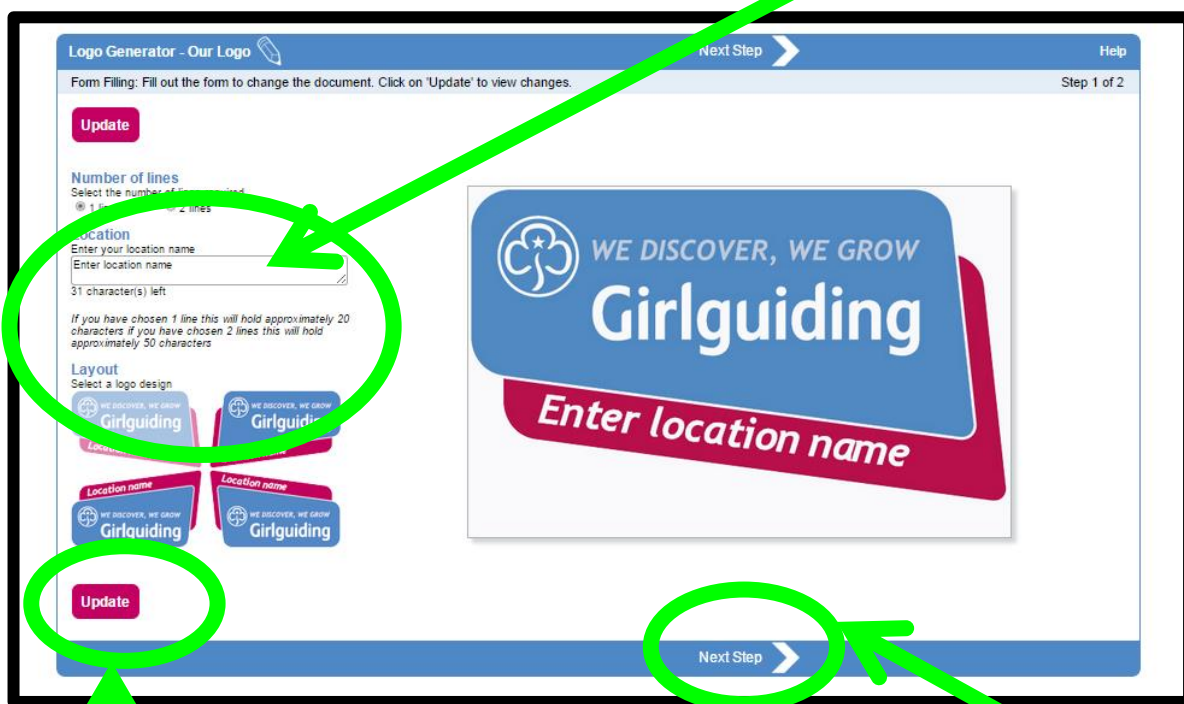


The screenshot shows the dashboard of the Girlguiding Online Print Centre after a user is logged in. At the top left is the Girlguiding logo. At the top right is a notification: "You have 0 items in your shopping basket. View Your Basket". Below the logo is a navigation menu with links: Start, Shopping Basket, Orders, My Library, My Profile, Pictures, Shapes, Welcome, Laura Heatherley, Logout. On the left is a "Products" sidebar with a list: Home, Recruitment Tools, Marketing Materials, Stationery, Fundraising, Logo Generator. The main content area has a heading "Welcome to the Girlguiding Online Print Centre." followed by a paragraph of text. Below the text are five large buttons with icons and labels: "Recruitment Tools" (person icon), "Marketing Materials" (target icon), "Stationery" (document icon), "Fundraising" (pound sign icon), and "Logo Generator" (logo icon). A green arrow points from the top of the page down to the "Logo Generator" button, which is also circled in green.

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.

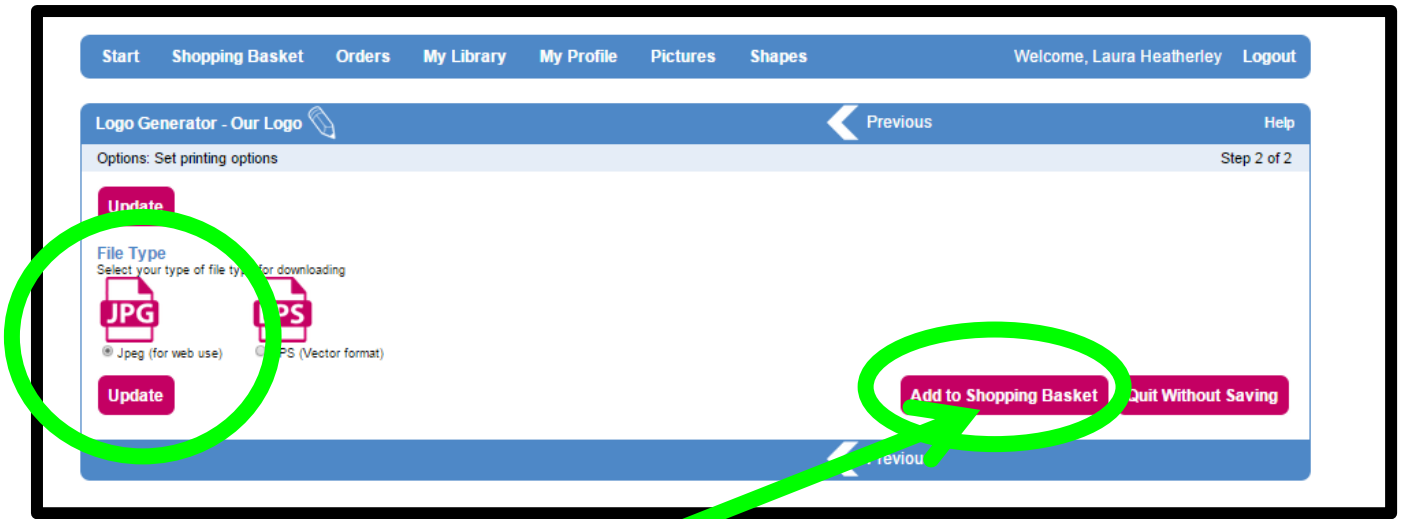


4. Type your location name into the box e.g. Anytown Division or Example District. For longer place names, you may need to choose the "2 lines" option.



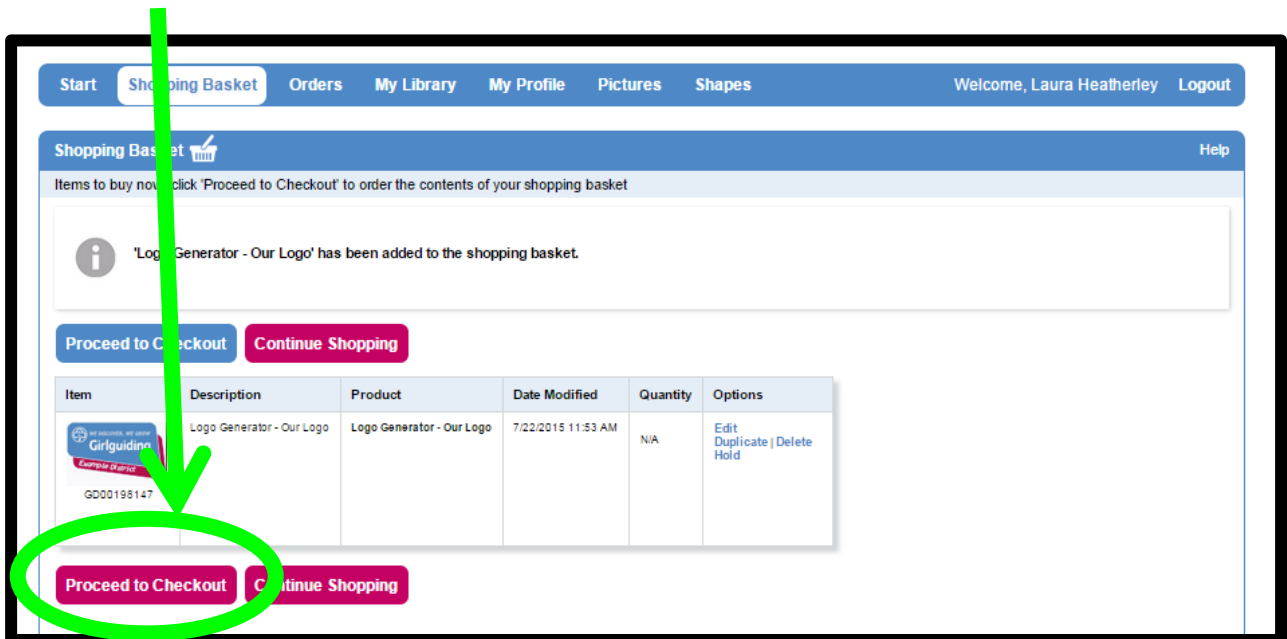
Press "Update" when you are done to preview your logo. When you are happy, click on "Next Step".

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.

Place your order Next Step > Help

Payment: Set Delivery Options Step 1 of 2

### Invoice Address

First Name  
Laura

Last Name  
1

Address 1  
1

Address 2  
1

City  
1

County  
Aberdeenshire

Postcode  
1

Country  
Afghanistan

Email  
laura.cropley@girlguiding.org.uk

**Cancel Checkout**

Price Estimate:  
Subtotal: € 0.00  
Delivery: € 0.00  
VAT: € 0.00  
Total Price: € 0.00

**Next Step >**


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

8. Click on “Place Order”.

Place your order Previous < Help

Cancel. Review and place your order for production Step 2 of 2

**Place Order** **Cancel Checkout**

Item	Description	Product	Date Modified	Quantity
 GD00198147	Logo Generator - Our Logo	Logo Generator - Our Logo	7/22/2015 11:53 AM	1

**Place Order**

Previous <

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

Start Shopping Basket **Orders** My Library My Profile Pictures Shapes Welcome, Laura Heatherley Logout

Orders Help

All of your recent and past order submissions can be found here. If you have ordered a PDF and your Order Status is 'In progress' it's now available to download. Click on the title within the Items column to download your PDF.

View: All Orders

Order	Created	Items	Price	Status	Options
GO00129794	7/22/2015 12:00 PM	Logo Generator - Our Logo	£ 0.00	Completed	Details
GO00129298	7/13/2015 1:07 PM	Logo Generator - Guide Logo Generator - Guide	£ 0.00	Completed	Details
GO00128782	7/8/2015 10:22 AM	Logo Generator - Rainbow Logo Generator - Rainbow	£ 0.00	Completed	Details
GO00128305	8/29/2015 1:55 PM	Senior Section Bitmap Senior Section EPS Logo Generator - The Senior Section	£ 0.00	Completed	Details
GO00128050	8/25/2015 11:36 AM	Logo Generator	£ 0.00	Completed	Details
GO00125892	5/28/2015 12:04 PM	Logo Generator Logo Generator	£ 0.00	Completed	Details
GO00125168	5/20/2015 2:22 PM	Logo Generator	£ 0.00	Completed	Details
GO00124274	5/11/2015 12:00 PM	Logo Generator - Rainbow	£ 0.00	Completed	Details
GO00124271	5/11/2015 10:54 AM	Logo Generator - Rainbow	£ 0.00	Completed	Details

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.

Start Shopping Basket Orders My Library My Profile Pictures Shapes Welcome, Laura Heatherley Logout

Download Output

Click on the jpg file name below to download your jpg file.

[Go Back](#)

File Name	Size
<a href="#">GD00198147_00001_1.jpg</a>	96KB
<a href="#">GD00198147_00002_1.jpg</a>	95KB
<a href="#">GD00198147_00003_1.jpg</a>	94KB
<a href="#">GD00198147_00004_1.jpg</a>	95KB