



How To Instructions for Personalizing NATP Products

Getting Started: Log into the NATP website and go to the Tax Store. Located on the upper right portion of our menu options, select the desired product category from the drop-down menu. Then select the product to be personalized. The product selected will prompt you to the product detail page. Scroll down the page and click on 'personalize now,' which will then open the design studio for the product.

How to Enlarge Image: You can enlarge the image by clicking on the + magnifying glass located at the top right until the image is displayed at the desired size.

Customizing Layout: There will automatically be a suggested layout available, however, this is customizable. Across the top of the page, there are three tabs: text, images and alignment.

- To add text, make sure you are on the text tab. Then, click 'add text,' and a new text box appears. Then, click 'edit text', type your desired text or message, and click 'apply.' In order to change the font, click on the textbox, and choose the desired size and font type.
- There are options if you would like the text bold, italicized or underlined. The standard text color option is black. Other colors are available, as well as two color combinations for an additional charge, please call member services (800-558-3402, ext. 3) for assistance with this special order.

Deleting/Modifying a Textbox:

- In order to delete a box, click on the box and choose the delete button or press delete on your keyboard.
- In order to change the textbox size to accommodate text length, click on the box, move your cursor over the edge of the box until it changes to a two-way arrow. Then click and drag the edge. In order to move the text within the customizable area, click on the box and drag it.
- Make sure that you are on the 'alignment' tab, click on the text image alignment and choose the desired location within the customizable area. In the alignment tab, there are options to view the grid, or ruler, to help you to align various items. To rotate the item, either click and drag the circular arrow or choose to rotate within the top line. A box will appear so you can enter the advanced rotate angle in degrees. Press 'enter' on your keyboard and the item will adjust by the number of degrees.

Adding a Logo: In order to add your own logo, click on the 'images' tab and then click on 'upload picture/logo.' Next, choose to browse in order to find the file on your computer. Once you choose the file, click 'open.' You will see the file name in the box. Click the file, and then click 'upload.' This will prompt you back to the design studio where you will see the picture in the customizable area. If you would like to resize it, click and drag on the edges of the picture.

Cropping an Image: In order to crop an image, click on the image box and a crop button appears. Next, click 'crop' and in the 'review artwork' screen, the image will appear larger with a dotted line around it. Click and drag any of these lines to crop the image. Then, click 'update image' to apply these changes and return to the design studio.

Adding a QR Code: A unique QR code can also be created and added to your item. A QR code is similar to a barcode. It can be scanned by accessing your camera on your mobile device, followed by holding the camera lens to the QR code box. An invitation to the information that is linked to the QR code will automatically appear via notification. If you choose to create a QR code in your personalization, a box will pop up with an option to choose the type of code. This can be a phone call, a link to website, or a v card. It will prompt you to make a selection, enter the details and click 'generate QR code.' In the create the QR screen, you can test the code with your phone. Click use this QR code, and it will be added to your item. It will allow you to resize and relocate with the same procedures as with other images and logos.

Completing Personalization: Once your layout is complete, click next and a print confirmation or proof will appear with the option of email a proof or simply view the PDF proof. If changes are needed, select 'return to design.' If it is approved to go to production, proceed to check the 'I accept and approve my artwork' box and choose to approve. This will bring you back to the product detail page to choose your quantity and add to cart.

- Once you approve the artwork and are redirected back to the product detail page, please **DO NOT** click the personalize now button again before adding the item to your cart. The design process will restart if this happens.
- Once the item is added to your cart, you will have the capability to edit the design. To ensure your design is approved and attached to your item, the 'edit imprint' button will appear next to the item in your cart. If this button does not appear, we recommend you call member services to help guide you through the process. Within the shopping cart, you can also change the quantity, shop for more products or complete your order.
- If you have any questions or concerns, please contact member services at 800-558-3402, ext. 3. Thank you for choosing NATP personalized products, and we look forward to working with you.