

Quick Start Guide

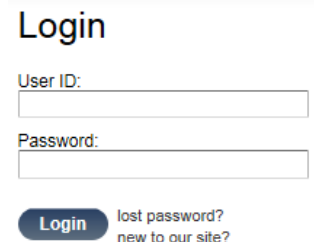
uTypia Shop

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STEP 1 – LOG IN

LOGIN:

This is where you enter your USER ID and PASSWORD to login to the site. If you don't have a user name and a password, you can shop anonymous or register yourself. As registered user, when you have forgotten your password, you can also order an email to get your password back.



The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User ID:** (Text label above a text input field)
- Password:** (Text label above a text input field)
- Login** (A dark blue button with white text)
- [lost password?](#) (Text link)
- [new to our site?](#) (Text link)

STEP 2 – SELECT AND FORM PRODUCTS

There are different ways to order a product:

- A. Order by template
- B. Order by category
- C. Order by product code

The screenshot displays the Trodat website interface. At the top, there is a navigation bar with 'HOME', 'CATALOG', 'PRODUCT SEARCH', and 'HELP' buttons, along with a search bar and a 'Your basket (1 item)' indicator. Below the navigation bar, the 'Login' section is visible on the left, and a 'Welcome' message is centered. The main content area is divided into three sections: 'Order by Template', 'Order by category', and 'Our Bestsellers'. The 'Order by Template' section shows three template options with their respective dimensions and prices. The 'Order by category' section shows three category options with their respective descriptions and 'Templates/Samples' links. The 'Our Bestsellers' section shows four product cards with their respective prices and 'Next' buttons. The left sidebar contains a 'Product Catalog' with various product categories and a 'Special Offer' section with two product cards.

Login

User ID:

Password:

[Login](#) [lost password?](#)
[new to our site?](#)

Product Catalog

- Text Stamps
 - Professional Line Text Stamps
 - Printy Line Text Stamp
 - Pocket Stamps
- Date Stamps Numberers and Dial-A-Phrase Stamps
 - Printy Line Date Stamp + Text
 - Printy Line Date Stamps Numberer and Dial-A-Phrase Stamps
 - Professional Line Date Stamps
 - Classic Line Date Stamp with Plate 2910
 - All Square date stamp
 - Classic Line Date Stamp and Dial-A-Word Stamp
 - Other Classic Line Hand Stamps
- Multicolor
 - Multicolor Text Stamps Printy Line
 - Multicolor Text Stamps Professional Line
 - Multicolor Date Stamp Printy Line
 - Multicolor Date Stamp Professional Line
- Replacement Pads + Accessories
 - Swap-Pad Replacement Ink-Pad Printy
 - Swap-Pad Replacement Pad Professional Line
 - Stamp Ink
 - Stamp Rack

Special Offer

- Original Printy 4.0 - 4913
€ 1.00 (incl. VAT)
[Next](#)
- Original Printy 4.0 - 4915
€ 1.00 (incl. VAT)
[Next](#)

Welcome

In this demo of our uTypia Business solution you can try the most comfortable way of ordering stamps online. You will see how easy it could be for your customers to order stamps!

The uTypia Business Store is available in two versions: Standard and Professional.

Order by Template

Select a template here takes you directly to the custom wizard where you can modify the layout. You can choose from even more templates if you click on "more templates" below.

- Q_Business_open**
Trodat GmbH
LAYER STAMP 100
A - 8000 9999
+43 7242 239-0
www.trodat.com
78.0 mm x 38.0 mm
- Q_Business_protected_S206**
Date Stamp
C-protected
Trodat GmbH
LAYER STAMP 100
A - 8000 9999
www.trodat.com
56.0 mm x 33.0 mm
- Q_Business_required**
Sam Sample
C-protected
Trodat GmbH
LAYER STAMP 100
A - 8000 9999
www.trodat.com
56.0 mm x 33.0 mm

[More Templates >](#)

Order by category

- Text Stamps**
Many different text stamps.
[Templates/Samples >](#)
- Date Stamps Numberers and Dial-A-Phrase Stamps**
Many different date stamps, number and dial-a-phrase stamps.
[Templates/Samples >](#)
- Multicolor**
Many different stamps for multi color impression.
[Templates/Samples >](#)

Product Code: [Search](#)

Our Bestsellers

- Original Printy 4.0 - 4913
€ 1.00 (incl. VAT)
[Next](#)
- Original Printy 4.0 - 4915
€ 1.00 (incl. VAT)
[Next](#)
- Mobile Printy 9412
€ 100.00 (incl. VAT)
[Next](#)
- Classic 2910/P01
€ 10.00 (incl. VAT)
[Next](#)

A – ORDER BY TEMPLATE:

Order by Template

Select a template here takes you directly to the custom wizard where you can modify the layout. You can choose from even more templates if you click on "more templates" below.



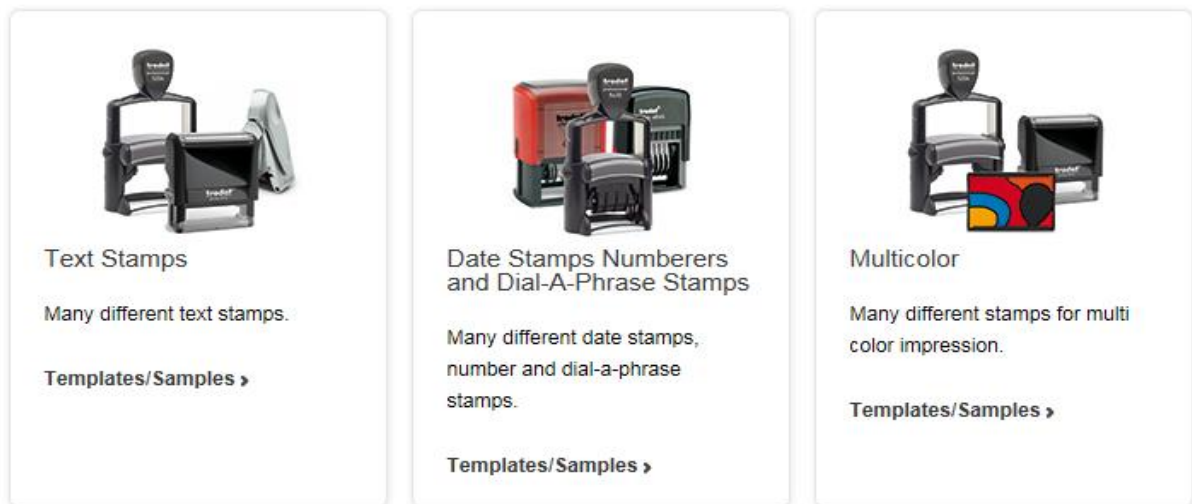
[More Templates >](#)

1. Click to the Link "More Templates" under a Category. You get a choice for templates and also the imprintsizes.
2. Click to the desired layout and the page CUSTOMIZE LAYOUT will open. *(Details page 6)*

B – ORDER BY CATEGORY:

You can choose between these categories:

Order by category



If you have selected a category you get more choice in product categories:

Click to the desired product category.

Moreover, you can choose the desired product.

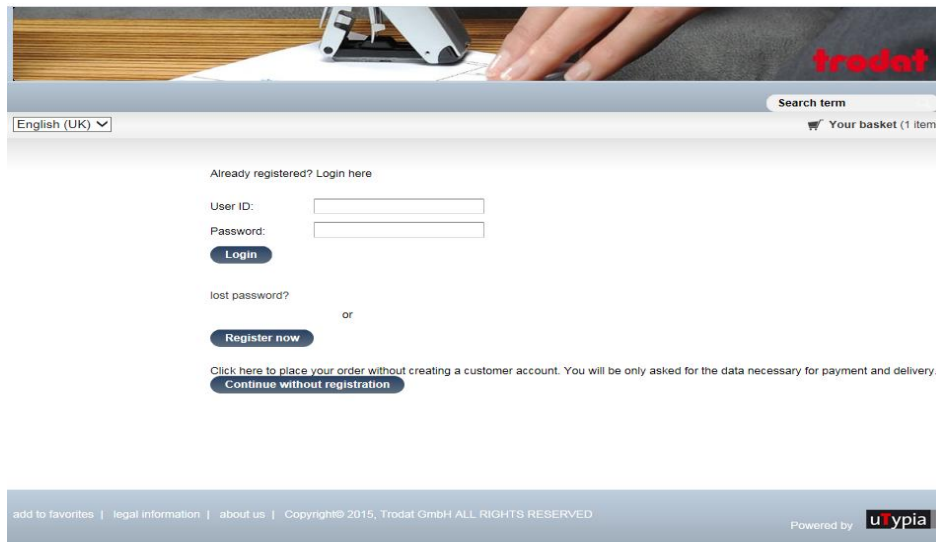
If you have selected a product you can read detailed information about it.

Furthermore, you can choose between templates or customize your own layout.

Customize own layout:

You can customize your layout according to your wish with text, graphics and border.(detailed information page 6)

Your product is now in the shopping cart and you have to log in or register.



The screenshot shows the Trodat website's login and registration interface. At the top, there is a navigation bar with the Trodat logo on the right, a search bar labeled "Search term", and a language selector set to "English (UK)". Below the navigation bar, there is a shopping cart icon indicating "Your basket (1 item)". The main content area features a login section with the text "Already registered? Login here" and two input fields for "User ID:" and "Password:". A "Login" button is positioned below these fields. Below the login section, there is a "lost password?" link and an "or" separator. A "Register now" button is located below the "or" separator. At the bottom of the registration section, there is a link that says "Click here to place your order without creating a customer account. You will be only asked for the data necessary for payment and delivery." and a "Continue without registration" button. The footer contains links for "add to favorites", "legal information", and "about us", along with the copyright notice "Copyright© 2015, Trodat GmbH ALL RIGHTS RESERVED" and the text "Powered by uypia".

If you like to register you have to enter your personal data.

You reach the order overview and can order the product.

To the left on the 'Home'-Site you can also choose the desired product in the product catalog.

Product Catalog

Text Stamps

Professional Line Text Stamps
Printy Line Text Stamp
Pocket Stamps

Date Stamps Numberers and Dial-A-Phrase Stamps

Printy Line Date Stamp + Text
Printy Line Date Stamps Numberer and Dial-A-Phrase Stamps
Professional Line Date Stamps
Classic Line Daters with Plate 2910
All Square date stamp
Classic Line Date Stamp and Dial-A-Word Stamp
Other Classic Line Hand Stamps

Multicolor

Multicolor Text Stamps Printy Line
Multicolor Text Stamps Professional Line
Multicolor Date Stamp Printy Line
Multicolor Date Stamp Professional Line

Replacement Pads + Accessories

Swop-Pad Replacement Ink-Pad
Printy
Swop-Pad Replacement Pad
Professional Line
Stamp Ink
Stamp Rack

The other steps are identical
with the above-mentioned.

C – ORDER BY PRODUCT CODE:

If you know the article number of your product you can enter it in the line Product Code or in the upper right corner "Search term".

Product Code:

Furthermore, you can customize the product according to your wish and order it. (detailed information page 6)

CUSTOMIZE LAYOUT (individualize products)

Original Printy 4.0 - 4915

Imprints size: 70 x 25 mm, max. 7 lines
Recommended for buyers with high standards:

- 100 % clean hands
- exact positioning
- unbelievably small and light
- Climate-neutral. As standard.

€ 1.00 (excl. VAT)

Product Colour
Black

Ink Colour
Black

Basic Settings
Optimize Yes No

— Next smaller size

Back

Layout Preview

Max Mustermann
Musterstraße 12
4567 Muster
Tel.: 0987654321

Width: 70 mm
Height: 25 mm
Zoom: 100%

Font sizes optimized to fill available space

Layout Proof PDF

TEXT | SPACING | RULERS | BORDER | GRAPHICS

Text	Font samples	Size	B	I	U	Hor. Align
Max Mustermann AG	HVD Comic	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Ort 1	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
9876 Muster	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Tel.: 0987654321	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

Vertical Alignment: Middle

Next

TEXT:

- Here you will customize the text for this specific product. (font, size, horizontal and vertical alignment).

B, I and U: These attributes will allow you to customize your tpestyle. B is Bold, I is *Italic* and U is Underlined.

TEXT | SPACING | RULERS | BORDER | GRAPHICS

Text	Font samples	Size	B	I	U	Hor. Align
Max Mustermann AG	HVD Comic	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Ort 1	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
9876 Muster	Arial	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
Tel.: 0987654321	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center
	Arial	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Center

Apply to all lines

Vertical Alignment: Middle

SPACING:

This tab is only used when precise alignment is absolutely necessary. It allows you to move lines from left to right and top to bottom. A positive number in the INDENT field will move the line from its original position to the right. A negative number will move the line to the left. The same applies to the V. SPACE field.

TEXT	SPACING	RULERS	BORDER	GRAPHICS	
	Line Positioning		V. Space	Indent	Align to line
Max Mustermann AG	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
Ort 1	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
9876 Muster	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
Tel.: 0987654321	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
	▲ ▼ ◀ ▶		0 pt	0 pt	-- ▾
Apply to all lines			pt	pt	

RULED LINES:

This tab will give you the option to add ruled lines to your text. Click the box to add a ruled line or leave blank for no line. DISTANCE refers to the amount of space desired from the end of the line to the edge of the stamp and the numbers listed represent point sizes. LINE DIRECTION refers to the direction you want the line to extend from the wording.

TEXT	SPACING	RULERS	BORDER	GRAPHICS	
		Hor. Align	Ruled Line	Distance	Line Dir.
Max Mustermann AG		Center	<input type="checkbox"/>	0 pt ▾	Left ▾
Ort 1		Center	<input type="checkbox"/>	0 pt ▾	Left ▾
9876 Muster		Center	<input type="checkbox"/>	0 pt ▾	Left ▾
Tel.: 0987654321		Center	<input type="checkbox"/>	0 pt ▾	Left ▾
		Center	<input type="checkbox"/>	0 pt ▾	Left
		Center	<input type="checkbox"/>	0 pt ▾	Left
		Center	<input type="checkbox"/>	0 pt ▾	Left
Apply to all lines			<input type="checkbox"/>	0 pt ▾	Both ▾

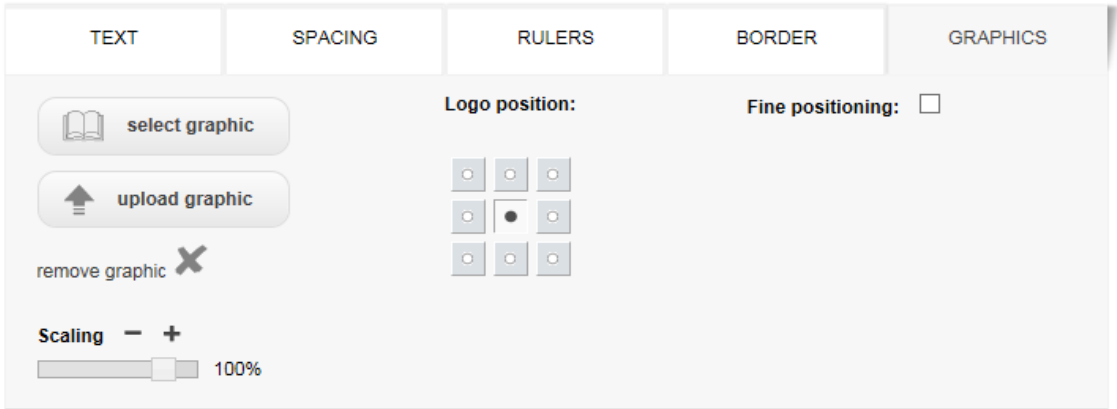
BORDER:

Click on this tab and you have the option to place a border around the text by choosing "border on". Then select your thickness, distance and shape.

TEXT	SPACING	RULERS	BORDER	GRAPHICS
<input checked="" type="checkbox"/> Border on				
Style	Border Fits Text	Thickness	Distance	Shape
▾	<input type="checkbox"/>	▾	1 pt ▾	Rectangle ▾

GRAPHICS:

This tab allows you to upload or select a graphic for your layout. They can ONLY be uploaded in a .bmp format. The graphic can be scaled to size, aligned with text and saved for future use.



STEP 3 – COMPLETE ORDER

Click to „Your basket“.

With "Checkout" you see your order with billing address and shipping address.

When you are a anonym user you have to enter your data and then you see your order.

Click to "Confirm and submit order" and your order will be processed.

The screenshot displays the 'My shopping cart' page on the Trodat website. At the top, there is a navigation bar with links for HOME, CATALOG, PRODUCT SEARCH, and HELP, along with a search bar and a 'Your basket (1 item)' indicator. Below the navigation bar, there are buttons for 'Back' and 'Continue shopping', and a 'Checkout' button. The main content area contains a table with the following columns: Quantity, Product, Description, Custom, Special, Price each (excl. VAT), and Subtotal (excl. VAT). The table lists one item: 'Original Printy 4.0 - 4915' with a quantity of 1, a price of € 1.00, and a subtotal of € 1.00. The description includes 'Product Colour : Black' and 'Ink Colour : Black'. The custom section shows 'Max Mustermann AG' with contact information. The special section contains 'Instructions'. At the bottom of the table, there is a 'Total' row showing € 1.00. Below the table, there are buttons for 'Back', 'Continue shopping', and 'Checkout'. The footer contains links for 'add to favorites', 'legal information', 'about us', and 'Copyright© 2015, Trodat GmbH ALL RIGHTS RESERVED', along with a 'Powered by uypia' logo.

Quantity	Product	Description	Custom	Special	Price each (excl. VAT)	Subtotal (excl. VAT)
1		Original Printy 4.0 - 4915 Product Colour : Black Ink Colour : Black P34915rdbk	Max Mustermann AG City: 9876 Muster Tel. 087654321 Change layout	Instructions	€ 1.00	€ 1.00
Total						€ 1.00

DETAILS (Navigation bar, about us, legal information)

The Links “**about us**” and “**legal information**” you can see bottom of the page.

NAVIGATION BAR:



HOME

Brings you directly to the start page of this shop.

CATALOG

Click it if you are not sure what to choose and you'd like to browse the catalog.

MY ACCOUNT

The Account gives you the chance to edit the data you stated when register yourself. You can also change the password you need to sign in and change your billing and shipping profiles. You may create new profiles, edit existing ones, delete them or make one of the addresses your default one. Please click SAVE otherwise your changes will not be saved.

ORDER HISTORY

Here all previous orders can be displayed. On the right side is a summary of all recent orders. You can change the sort order and view details (order confirmation) of every single order. The left side offers you the chance to search for special orders with several keywords.

PRODUCTSEARCH

Here you can search for special products. Type in the keyword(s) and choose from the terms to specify your search. The result of your search will be listed below and you can choose from the listed product(s) and order one.

HELP

Click on it to get help about the uTypia Shop.