

myDRINKworks

CUSTOMIZABLE POINT OF SALE INSTRUCTION SHEET

1. Choose item to be customized and click on **customize** button.
2. The system will load and a thumbnail image will appear. Use the zoom bar below the image screen to increase the size of the image.
3. **Uploading Logos/Images:** Make sure the Contents Tab on the right is open. Click on New Images at the bottom and a box will appear under the Contents Tab directing you to drag a logo or image from your desktop into this space.
 - a. Only jpeg and png files are accepted.
 - b. You can add as many images as you would like by following the same steps as above.
 - c. For best resolution, images should be a minimum of 1000 pixels wide.
4. **Adding Images:** Once your image(s) is placed under the Contents Tab, you can drag onto your point of sale item. To **Delete an Image**, under the Contents Tab, right click on it and select delete.
5. **Resize an image:** Click on the Layer Tab and right click on the image you would like to Edit. Click Edit and use the scrolling tool or change the size manually on the screen. Click Ok to view the resized image. Adjust sizing accordingly by following the same steps.
6. **Adding Text:** Make sure the Contents Tab is selected. Click on New Text at the bottom and a box will appear for you to insert your headline/text. You can adjust font, color and size in this box. Click OK to view your point of sale item. You can add as many text layers as you desire.
7. **Editing Text:** Click on the Layer Tab and right click on the text you would like to Edit. Click edit and adjust your text accordingly.
8. **To Adjust Layers:** Click on the Layer Tab and simply drag an item up or down depending on which order you want your layers to appear.
9. **To Save:** Once your customization is complete, click **Save & Close** at the bottom. Your file will save, and My Merchandise screen will appear.
10. **Finishing Order:** To order printed copies, click **Add To Order** and follow instructions. Remember shipping is always free.
 - a. To save the file and have copies made at your local print shop, click on Add To Order and select the HiRes image link provided in your shopping cart. You can save this file on your desktop for future printing.